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September 1, 2018

Jane Kiel  
Director, Human Resources  
Anytown Riding Institute  
123 Business Rd.  
Anytown, CA 54321

Dear Ms. Kiel,

I have known Jane Doe in a variety of capacities for many years. She has been my daughter's riding instructor for the past several years. In addition, she is my partner in a small business where she is responsible for writing and editing articles and website content.

Jane is efficient, detail-oriented, and extremely competent. She often successfully finishes a task well before the deadline. She is extremely organized, and never misses a deadline or forgets an assignment.

Jane also has an excellent rapport with people of all ages. She has taught riding to both young children and the elderly, and every age in between. Her excellent communication skills (both written and verbal) allow her to connect with all kinds of people and to inspire them to put for their best effort.

In summary, I highly recommend Jane for any position or endeavor that she may seek to pursue. She will be a valuable asset to any organization.

If you have any questions, please do not hesitate to contact me.

Sincerely,

John Smith