



Subject: Reference for Janelle Smith

Dear Mr./Ms. Lastname,

Janelle Smith was my neighbor for three years before moving to North Westchester last month. She is a kind and wonderful person; she has been so helpful to me and several of my neighbors.

I have trouble getting around. Janelle always came over to my house and offered to mow my lawn; she would ask if I needed any help with my errands. She was always friendly and cheerful, and her help was very much appreciated.

We would often talk about her education, and I know she did well in school and had a high grade point average. She never complained about homework; this was even when she had big projects to finish or long papers to write.

Janelle is smart, creative, and a genuinely good person who will do well in whatever career she chooses. I am happy to provide this reference. If you have any questions or want to know more about my experiences with Janelle, please feel free to call or email me.

Sincerely,

Your Name  
myname@myemail.com  
555-555-5555