Susan Samuels

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October 5, 2021

Oscar Lee

Manager

St. Francis Hospital

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee:

I am writing this reference at the request of Katie Kingston, who is applying for the Student Volunteer Program at St. Francis Hospital this summer.

I have known Katie for two years in my capacity as a teacher at Smithtown Middle School. Katie took my English and Spanish classes, earning superior grades. Based on Katie's grades, attendance, and class participation, I'd rate Katie's academic performance in my class as superior.

Katie has a number of strengths to offer an employer, and she is always interested in supporting others. For example, when we worked on our class community service project this year, Katie was helpful to me in collecting and organizing the food for the pantry here in Smithtown.

In conclusion, I would highly recommend Katie Kingston. If her performance in my class is any indication of how she'd perform in your position, Katie will be a positive addition to your organization. Should you need any additional information, please feel free to contact me at 555-555-5555 or by email at susan.samuels@email.com anytime.

Sincerely,

*Signature* (hard copy letter)

Susan Samuels