Ashton Jones

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August 24, 2020

Jennifer Lee

Acme Accounting

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

Thank you so very much for referring me for the Junior Accountant position at Acme Accounting. I am grateful for the time you spent reviewing my application and recommending me for the job.

I wanted to share with you the exciting news that I have been selected for an in-person interview with Acme’s hiring manager next week. When she called me to set up a time for this interview, she specifically mentioned how impressed she was by the referral letter which you wrote on my behalf.

Again, thank you so much for your help. I greatly appreciate the assistance you have provided me; I’ll keep you posted on how the interview goes!

Sincerely,

*Ashton Jones* (signature hard copy letter)

Ashton Jones