Ted Cross  
CEO, Cross, Inc.  
10 Main Street  
Charleston, CA, 90208  
555-555-5555  
tcross@email.com

July 12, 2017

George West  
CEO, West, Inc.  
55 Easy Street  
Umbridge, NY, 50601

Dear Mr. West,

I am writing this letter in support of Tracy Keenan’s application for the position available at your organization. Tracy has been a secretary here at Cross, Inc. for the past six years. She has been a pleasure to work with and we are all sad to see her go. Through her diligence and hard work she has made herself an irreplaceable presence in the office.

I can assure you that Ms. Keenan has more than proven her capacity to perform to the utmost at her job. Beyond her ability to follow instructions, organize materials, and sustain a busy schedule, Ms. Keenan is always looking for more work to do. It is this desire to always go the extra mile which makes Tracy such a valuable asset.

Tracy Keenan will leave a difficult position to fill here, but we all wish her the best as she moves to Umbridge. She has my highest recommendation. If you need any additional information, please contact me.

Best Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ted Cross