From,

Andrew Bush,

To,

George Woods,

Dear Madam,

I, Andrew Bush, would like to give a professional reference for your workforce requirement.  The name of the person is Shane Lee, who is residing in California County Colony.  He is really a dedicated and down-to-earth person while completing any task or targets.  I know him since my second work place and, at that moment, he should the signs of intelligence during delivering his entire duty.  I would not mind if you provide him with a post having target driven package.  This is because he has been trained in that work culture that he enjoys most now a days.

Keeping in view of your requirements every now and then, I surely will help you out in a professional manner if there is any other requirement coming up for these type of work. At last, I would be glad to receive your response while having a meeting with the above-said person.

Yours Sincerely,

Andrew Bush