Denise Spaat

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September 1, 2018

Catherine Zaboda

DRES, Inc.

532 East 95th Street

Business City, NY 5321

Dear Catherine,

April Rango has been an employee here at TREX, Inc. for the past five years. She has been a pleasure to work with, bringing her attention to detail to every project. Her communication and people skills are excellent, and she has some very innovative ideas.

I can highly recommend her for the opportunity that you have available. It is a very similar position to the one she currently holds here, and she is well suited to the challenges it provides. April is a talented young woman, and everyone here wishes her all the best with her move to Every City.

If you need any additional information, please contact me.

Best regards,

Denise Spaat

**Subject line:** Derrick White – Reference

Dear Ms. Chin,

I'm writing to recommend Derrick White. I've worked with Derrick for the past five years at CBI Event Planning Company; for three of those years, he was my direct report.

In the time I've known him, Derrick has consistently been a strong employee—capable of taking control of big projects and executing to the fullest. As well, he's a pleasure to work with. Derrick is cheerful in the face of daunting deadlines and always available to lend a hand to co-workers when necessary.

Rarely do you come across someone who is talented at both big picture ideas and executing the small details — Derrick is just that person. As an account supervisor here at CBI Event Planning Company, he pitches event plans to clients and then manages the client relationship from ideation through execution. Derrick would be a great fit for your company, building strong relationships and ensuring successful events.

I highly recommend Derrick as an employee at your company. He would be an asset to any organization. Please do not hesitate to be in touch if you have any further questions.

Best,

Tanisha Jones Director

CBI Event Planning Company

jones.tan@email.com

555-555-5555