Mr. Darren

179 Greenville Avenue, Suit 110

Richardson, Texas, USA

1-972-4563210

Darren@example.com

Dated: 20-05-2013

Dear Mr. Darren,

According to your advice I put my resume to the Manager of National Saving Bank, Mr. John Smith for Cashier position and he interviewed me last week. Right today I got news from him that he is interested to make me a part of his esteemed team. I have accepted his offer without delaying as he delivered full details of terms and conditions attached with this job including salary and other benefits. So I agreed to join him with original policies.

I am thankful to you from the core of my heart for allowing me to put your reference in front of Mr. John Smith that he appreciated. It became possible with your cooperation. I assure my best services in favor of organization.

Thanks again

Regards

Claude Hughes

5410 West Lake Apt. D

Indianapolis, USA

1-317-9876543

claude@example.com