Dear Mr. Allan Smith,

The purpose of this letter is to introduce to you a close friend of mine whom I know for many years. Her name is Jane Macbeth. As you know, I have worked for my company for many years, and Ms. Macbeth has been with me for as long. She has been instrumental for many of our company’s endeavor and has assisted me personally in several projects.

Ms. Macbeth has conveyed her plans in continuing her master’s degree with your educational institution in the near future. I would appreciate it greatly if you could give her assistance on entering your respected school. She has a very good character and I am sure she will be a great asset to your institution.

I have taken the liberty of attaching her resume and college record, so you can peruse them at a proper time. I hope this will help you in judging her character.

Thank you

Yours sincerely,

Adam Clayton