Dear Mr. Rice,

I was informed by my associate that you were looking for a new employee to feel the vacant spot left by another employee who has retired. I know someone who will fit the position perfectly and I am referring him to you.

I have known this person for many years and have worked with him several times on several projects. He is a man of good character and education. He has a master’s degree in business administration and has vast experience in the field. If you can set an interview with him, you will know the truthfulness of what I am telling you. I also understand that he has already submitted an application to your good office. If you can set an interview with him, you will know the truthfulness of what I am telling you.

I hope this letter will guide you in his selection for the job. Thank you and God bless.

Sincerely,

Jack Keating