Dear Mr. Tracy,

My friend is about to enter college and as you will know, this will entail finding a suitable place for board and lodging. I have made a reference for her to go to your boarding house as I know the quality of your accommodations and the excellent way you treat your boarders.

She is of good character and will surely cause no problem during her stay with you. She has been an honor student in her high school and only has the praise and good words of her teachers and classmates. Should you accept her, you will gain an additional asset to your house.

I have taken the freedom to give her your address and phone number. She may contact you anytime now. Please welcome her as you did to me during my stay with you. I hope it does not burden you in any way.

Thank you very much.

Sincerely yours,

Tania Graham