**A.N.Y. Company Ltd**  
69 Any Street, Anyville, Anystate  
Tel: 0123456789

4 November 20--

To Whom It May Concern:

Reference for Mr James Blond

James Blond joined the A.N.Y. Company in July 1998. Since then he has proved to be a most reliable and effective member of the sales team.

James is professional and efficient in his approach to work and very well-liked by his colleagues and executive clients. He is well-presented and able to work both independently and as part of a team.

His contribution to all areas of company activity in which he has been involved have been much appreciated.

I believe that James will make a valuable addition to any organization that he may join. We deeply regret his decision to move on and I recommend him without hesitation.

I would gladly answer any request for further information.

Sincerely,

*Penny Farthing*

Penny Farthing  
Managing Director

penny.farthing@a-n-y.com