**Sample 05**

Alexandra Janning  
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555-555-5555  
alexandra.janning@email.com

February 2, 2021

Jane Doe  
Chair, Department of Education  
Salitus College  
123 Business Rd.  
Business City, NY 54321

Dear Dr. Doe,

Thank you very much for the reference to Anycity Graduate School. I learned so much from you during my undergraduate career at Salitus, and I believe your faith in me gave me the confidence to achieve more than I thought possible.

I just learned that I have been accepted into the program! I really appreciate your support and the time you took to write personally to your colleagues at Anycity Graduate School on my behalf.

Sincerely yours,

Signature (hard copy letter)

Alexandra Janning