**Sample 05**

Alexandra Janning
123 Main Street
Anytown, CA 12345
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