TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Professional Reference Email

Dear Ms. Chin,

I'm writing to recommend Derrick White. I've worked with Derrick for the past five years at ABC Event Planning Company; for three of those years, he was my direct report.

In the time I've known him, Derrick has consistently been a strong employee — capable of taking control of big projects and executing to the fullest. As well, he's a pleasure to work with. Derrick is cheerful in the face of daunting deadlines and always available to lend a hand to co-workers when necessary.

Rarely do you come across someone who is talented at both big picture ideas and executing the small details — Derrick is just that person. As an account supervisor here at ABC Event Planning Company, he pitches event plans to clients and then manages the client relationship from ideation through execution. Derrick would be a great fit for your company, building strong relationships and ensuring successful events.

I highly recommend Derrick as an employee at your company. He would be an asset to any organization. Please do not hesitate to be in touch if you have any further questions.

Best,

**[Signature]**

Tanisha Jones

Director, ABC Event Planning Company

jonestan@email.com

555-555-5555