Susan Driver  
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September 1, 2018

Diana Lee  
Director, Human Resources  
Acme Stables  
123 Business Rd.  
Business City, NY 54321

Dear Ms. Lee,

It is my understanding that Ellen Smyles is applying for an internship with your organization, working with children in your therapeutic riding program. I have known Ellen for over ten years and have had the opportunity to work with her in many capacities. Ellen was a riding student of mine in elementary through high school, during which time she grew from a beginner herself to help teach the basics of horse care and equitation to newer students.

As well as a teaching facility, we also breed a few horses and ponies each year, and Ellen has always been very involved in working with the youngsters. She has helped to provide ground training and grooming to our weanlings, as well as help with saddle training and schooling green horses.

In addition to helping with the horses, Ellen has also been a fantastic babysitter for my three rambunctious children.

I have absolute confidence in her maturity, and ability to make the right decisions to keep children and animals safe and happy. Ellen is a bright, honest, sensible young woman, and I'm sure she would be an asset to your summer program.

If you have any questions, please feel free to contact me by phone or email.

Sincerely,

Susan Driver