**Review a Referral Letter Sample**

Betty Forbes  
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September 1, 2018

George Smith  
Marketing Director  
Acme Communications  
1234 Fragrant Way  
Citytown, MA 02224

Dear Mr. Smith,

It was with great interest that I learned of the opening in your department for a marketing associate. Your marketing manager, Anna Black, was my supervisor at Catz Marketing before taking her current position with Acme Communications. As she can attest, I bring a unique perspective, and can integrate the many facets of a media campaign.

With Anna at Catz Marketing, I worked with a local company to build their business and promote their grand opening. We continued to work with them for the first few years, developing a total media plan and implementing it. Their continued success and recommendations brought other businesses to seek our services as well.

My experience with Catz Marketing has prepared me to take on the challenges of working in a national company such as Acme Communications, and I would appreciate the opportunity to meet with you to discuss how I can be an asset to your team. As well as my resume, you will find attached a link to my portfolio.

I look forward to hearing from you soon.

Sincerely,

*Betty Forbes*[signature hard copy letter]

Betty Forbes