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Celine D'Costa

12114 Huckleberry House

Main Road

Chicago 549434

23 October 2020

Amanda Douglas

123332 House No.

Chicago 343035

Dear Amanda,

I'm writing to express my gratitude for referring me to Tim Evans, the Eckles Hardware store manager. I was not only interviewed for a retail job, but I was also promoted, and my training would begin in six days.

The interview went really great and the panel was amazed to know that I was carefully recommended by you for the position. They are really looking forward to us working in the same team.

Kindly let me know if there is anything I can do to repay the favor. I respect whatever you've done for me.

Sincerely,