

Scot Anderson
PO Box 2062
Collegedale, TN 37315

Peter Roundtree
Horicom Marsh Ranger Station
9875 Scales Bend Road
Horicon, Wisconsin 57338

June 27, 2010

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Horicon, Wisconsin 57338

Dear Mr. Roundtree:

I am writing on behalf of Melissa Coia, who has applied for a job as a tour guide at Horicon Marsh. I highly recommend that you hire Melissa. She is enthusiastic, energetic, and extremely well organized.

I would be glad to tell you more about Melissa over the phone. You can reach me during business hours at (555) 555-5555.

Sincerely,

Scot Anderson