

Dear Mr. Joleen,

I am writing this letter to you to recommend Haley Tomas as your next Housekeeper for your hotel. Haley worked for my cleaning company for several years and she has the most efficient and innovative cleaning ideas I have ever seen. She is unable to work nights anymore, which is why I suggested that she explore her options.

Haley is extremely dedicated and reliable. She was always the first one to show up for a cleaning job and the last one to leave. I used to rely on Haley to do weekly supplies inventories and I even gave her purchasing permission for several years. She became an invaluable part of my team.

Haley is all business and insists on getting a job done right before moving on to anything else. She is extremely honest and I have never had a complaint from a customer about her for any reason. She is also willing to share her ideas and, when it comes to business, Haley usually has some very good ideas.

I strongly urge you to consider Haley as your next housekeeper as she will significantly improve your staff. If you need further information, please feel free to give me a call at 555-322-2322 or email me at [craigfell@email.com](mailto:craigfell@email.com).

Sincerely Yours,

Craig B. Fell  
President  
Corporate Cleaners