

# Business Welcome Letter

From,  
Davis Patrick  
SMC Pvt Ltd,  
Texas USA - 90002

Date: 9 June 1998

To,  
Leilani Boyer  
EDPL Solution Pvt Ltd,  
California, USA - 80009

Subject: Welcome to Business

Dear Leilani Boyer

I, Davis Patrick as the [Position] of [Company], would like to welcome you to our company and thank you for the opportunity personally. It is a tremendous honor to be able to work with an experienced company such as yours.

We are aware that you are capable of quite innovative sales strategies and would like you to handle that. We would also like to remind you that the agreed upon budget still needs to be followed. Everything mentioned in the contract will be followed for the entire duration which one year.

In case of queries feel free to contact us on [Phone number]. We look forward to a fruitful business partnership with you.

Sincerely,

(Signature)  
Davis Patrick  
SMC Pvt Ltd,



**AUSTEN TECH**

## Letter of Recommendation

June 1, 2025

**Dr. Hannah Morales, PhD**

Salem Court Industries

743 Freedom Lane, Modesto, California, USA 12345

+123-456-7890

**Dr. Morales:**

For your introduction, state your name, your profession or role title, and how you know the person you will recommend. Include a brief greeting and the background of why you're writing. Make your intentions clear from the start.

The main paragraph contains the most important part of your message. Why is the recommended person ideal for the job? Cite specific scenarios, ones that highlight the person's strengths and the impact they have. An ideal example would include an old issue, how the person solved it, and how this affected the team.

Finally, the conclusion summarizes all the attributes that make the recommended person fit for the role. Do not forget to include that you are available to be contacted regarding the matter. You may add a closing statement or salutation. Tip: [Click here to browse](#) Canva's library of Envelopes. Find one that would match your letter of recommendation!

Best regards,

*Teddy Yuhui*

**Teddy Yuhui**

Software Engineer

# Character Reference Letter For Pet Adoption

From,  
Gerard Reynolds  
3707 Nicholas Street  
Topeka, KS 66608  
Date: May 7, 1960

To,  
Pedro Eaton  
Pet Adoption Centre

Dear sir,

When Clifford told me he needed someone to write in support of his adopting a cat, I jumped at the chance. I can't imagine a better forever home than with Clifford.

Clifford is patient, caring, and attentive. I've seen him interact with animals in a positive way many times.

His home is spacious and clean and an ideal environment for a cat, and there are no issues with landlords or other barriers to adoption. Additionally, his work schedule and financial situation are conducive to pet ownership.

Clifford has waited so long for the right time to adopt just the right pet. I hope that you will agree to place this lucky cat with him.

Sincerely,  
Gerard Reynolds