

# Personal Character Reference Letter

From,  
Jennifer A. Applewhite  
138 Wyatt Street  
West Palm Beach, FL 33401

To,  
Lorena D. Clark  
3959 Juniper Drive  
Fife Lake, MI 49633

Date: November 13, 1938

Subject: Personal Character Reference Letter

Dear Lorena,

I hope this letter finds you in good health. I am Jennifer, the Administrative Assistant at Fluency Inc. I am writing about Ms Marianne R. Smith's application for on-the-job training your firm is sponsoring. I have known her for five years as a friend and co-worker and may be able to provide insight.

Ms Marianne has worked at our company for years and her reputation is well-known for her strong initiative and persistence. For example, some new advertising campaigns that she came up with were highly successful. I'm sure she will continue to flourish in your training program and bring us several additional ideas that will work well.

I would be delighted to answer questions if you would like me to continue the record. You can just give me a call at 716-456-4856. I wish you the best of luck.

Sincerely,  
Jennifer A. Applewhite