Perry Adams,

Aberdeen.

February 17, 1990.

Mr. Leon Kellies,

Superintendent,

Nark & Co.,

Aberdeen, UK.

Dear Mr. Kellies,

Through this letter I introduce to you, myself Perry Adams. We were associated in a business deal with your company when I was working for Sussex & Co., as the Supervisor in the Sales Department.

The actual purpose of writing to you, Sir is to request for a favor. I have applied for the post of Senior Supervisor in your company and need an internal reference for the same. If you could kindly refer me to the job I will be very grateful to you. You have seen my work and I am sure you won’t regret your action.

I thank you in advance and it was a pleasure to be associated with you.

Warm regards,

Perry Adams.