

SAMPLE THANK YOU FOR REFERENCE

November 10, 20XX

Dr Andrew Smith
Psychology Department
Kutztown University
Kutztown, PA 19530

Dear Dr. Smith:

Thank you for taking the time to provide a reference on my behalf for the accountant position with Taxes 'R Fun Accounting Firm. I appreciate your support throughout this process.

I am very interested in this position and should know the outcome by the end of next week. I will keep you updated about the status of the position.

Sincerely,

Peter Richmond

Peter Richmond
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Kutztown, PA 19530
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