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BikeWorks, Ltd.
75 Green St.
Danville, WA.
(987) 555-0198
mpowell@bike.works.com
May 1, 2013

Dear Sir or Madam,

I am writing in response to your character reference request dated April 29 for Sam Miller. Sam has been a friend of mine for seven years, and an employee for three.

We first met at a bike race in 2006. The enthusiasm and positive attitude that he showed throughout the race were infectious, and he made everyone racing around him better. I finished just behind Sam that day, and we have been close ever since. He is my motivation on a daily basis, he keeps me on track with health and fitness, and he is always willing to push me just a little further for my own good. He has not only been there for me as a fitness guru, but also as a great friend. In 2008 he was the best man at my wedding, and in 2010 he was one of the first people at the hospital for the birth of my daughter.

When I opened the doors of my shop, BikeWorks, Sam offered to help out as a part-time bike mechanic. I hired him on without hesitation, and I can honestly say that the shop wouldn't be the same without him. In the years that I have been acquainted with him, Sam has shown himself to be a good-natured person as well as a talented bike mechanic. The opportunity to learn and grow in an environment on a larger scale than BikeWorks would benefit Sam greatly, and I am certain that his presence as an intern would benefit any company.

Sam is an incredibly loyal friend, just as he is an incredibly loyal employee. I can always find him in the shop, covered in grease, grinning from ear to ear. My other employees would all agree that he is a fantastic coworker.

I am confident that an internship with your company would help Sam meet his full potential, and I am also positive that he would be a helpful and pleasant addition to your team. I appreciate your request and your time.

Sincerely,

Mike Powell
Proprietor of BikeWorks, Ltd.
Danville, WA

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