September 1, 20XX

John Smith

123 Main Street

Anytown, MA 12345

555 555-5555

jsmith@email.com

To Whom It May Concern:

I have known Haramrit Mulani in a variety of capacities for many years. She has been my daughter’s private flute instructor for the past five years. She has also been my coworker at Johnson City School Corporation. She has lived in this country since her teens and is now able to apply for citizenship.

Haramrit is efficient, detail-oriented, and extremely competent. She often successfully finishes a task well before the deadline. She is extremely organized, and never misses a deadline or forgets an assignment.

Haramrit also has an excellent rapport with people of all ages. She has taught music lessons to both young children and the elderly, and every age in between. Her excellent communication skills (both written and verbal) allow her to connect with all kinds of people and to inspire them to put in their best effort.

In summary, I highly recommend Haramrit for citizenship. She is dedicated to this country that she calls home, and it would only be right to call her an American citizen.

If you have any questions, please do not hesitate to contact me.

Sincerely,

John Smith