

December 14, 2006

Acme Roofing
222 Wilderness
Pittsburgh, PA 00000

Re: John Doe

To Whom it May Concern:

I was one of the volunteers from the Bible Church who had the great opportunity to work each day with John Doe.

What an awesome person to work with! He was very professional in handling his employees and the volunteers.

John is the kind of person that leads by example, always willing to work with us and very patient in showing us what to do. We had fun while getting the job done.

John will always be remembered and respected as a great person to work with. He was willing to share his knowledge and expertise with others not in the roofing trade.

Hal Brooks
Volunteer from the Bible Church