

To Whom It May Concern,

10.4.01

Mr. Richard Smith has worked as a tutor in my establishment for many years. He teaches pupils ranging from Key Stage 3 to Undergraduates.

I have found Richard to be absolutely reliable and conscientious. He is very popular with all his students and goes to endless trouble to provide up-to-date material for his tutorials.

In addition to being an excellent teacher, Richard is a thoroughly honest and trustworthy person. I have no hesitation in recommending him to you.

Yours faithfully,