

[Recipients Name]

[Address line]

[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear [Recipients Name],

I am Clara Clarks, 20 years old, and a college student at Dean University. I have been working for the Roux family as a part-time nanny for the past three years. As such, I have gotten to know the family and their habits, at least to a certain degree.

During the period of my employment, I have always observed Mrs. Jean Roux to be both a responsible and caring parent. As far as I know, she has been employed at the Mayor's office for the past two years. In spite of her employment status, though, she has always managed to provide time and guidance to her only son, Lucas, aged five years old. I have never seen her engage in abusive behavior. In fact, I would describe her as a gentle mother, based on my observations.

I hope that his help provides a better picture of Mrs. Roux's qualifications as a parent. Should you need more specific information, I will be happy to share more of my first-hand knowledge. Thank you.

Sincerely,

[Senders Name]

[Senders Title] -Optional-

[Enclosures: number] -Optional-

cc: [Name of copy recipient] -Optional-