

October 10, 2019

The Board of Governors
4215 Dover Road
Richmond, VA 23221

Dear Board of Governors,

It is my pleasure to recommend Jane Doe for membership in The Tuckahoe Woman's Club. Jane and I became friends when she moved to Richmond and joined St. Stephen's Church fifteen years ago. She immediately became active in the church and she currently teaches third grade Sunday School.

Jane volunteers with Meals on Wheels and assists with collecting information and photographing activities for their monthly newsletters. Jane is an excellent photographer and she has received recognition for several of her photographs included in the Meals on Wheels newsletters.

Jane and her husband, John, have been married for twenty-one years. John is Vice President of Sales at Reynolds Metals Company, and they have two daughters who attend Collegiate School. Jane has been active at Collegiate where she chaired the Village Green Fair. In addition, Jane likes to travel, read, and play tennis.

Jane's skills, talents, and willingness to do whatever needs to be done will make her a valued member of The Tuckahoe Woman's Club. Thank you for considering Jane's application for membership.

Sincerely,

Mary Member