**BUSINESS REFERENCE LETTER EXAMPLE (TEXT VERSION)**

Jason Lee  
123 Business Rd.

April 9, 20XX

James Smith  
Sparkleshine Cleaning Service

Dear Mr. Smith,

It is with much enthusiasm that I am writing to recommend the services of the Sparkleshine Cleaning Service.

I have been using Sparkleshine to clean my offices for the past five years and have always been completely satisfied with their performance. They do an excellent job, are always punctual, and offer the most competitive rates in town.

We have also hired them on occasion for extra jobs, such as cleaning after a move, cleaning the Venetian blinds, deep cleaning the kitchenette, etc. They have been very reasonably priced, and always do exactly what we ask of them.

I'm happy to recommend the services of Sparkleshine. If you have any questions, please feel free to contact me.

Sincerely,

Signature **(printed letter)**  
Jason Lee