Name of person sending the letter ………..

The Name of the Company ……………

The Address……………………………..

The zip code…………………………

The date of letter writing…….

Ref/………………… (give a recommendation as to why the letter is being addressed to the given recipient)

I am writing this letter to you as a recommendation for the services provided by (the name of company being recommended). For the past few years i have worked hand in hand with (name of company being recommended) to assist us with numerous services including (list of services being recommended). At no one time have they failed me, and they have always been on time, making them a reliable partner to us.

My first engagement with (name of company being recommended) was on a project of marketing (or one of the services provided by the company being recommended). The company brought along good expertise that involved targeting the right clientele through use of print media like brochures and electronic media like cold emails for pitching. The feedback and results were phenomenon compared to our previous marketing strategies. It is through the use of their marketing services that i have been able to transform our business model and double our sales and profits.

I would like you to consider (name of the company being recommended) for your marketing (or any other service offered by the company being recommended) needs. I have had a good experience with them over the past few years for the services they have rendered to us. I therefore strongly recommend their services. Let me know if you need any previous working record regarding (name of the company being recommended).

Yours Sincerely,

Name of the sender of the letter……………….