Jason Lee

123 Business Rd., Business City, NY 54321 · 555-555-5555 · jason.lee@email.com

April 9, 20XX

James Smith

Sparkleshine Cleaning Service

321 Business Ave.

Business City, NY 54321

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,

Jason Lee

**Subject:** Stephen Davison Reference

Dear Ms. O’Malley,

I have been acquainted with Stephen Davison for three years, in his capacity as a web designer for my small business. He completely overhauled my website and has been responsible for its ongoing maintenance and search engine optimization as well.

Stephen’s design and optimization, I believe, are largely responsible for the dramatic increase in traffic to my site, and for the resulting increase in profits for the business. He is easy to work with, thinks creatively, and effectively communicates his ideas. He has been a true game-changer in identifying and enhancing the areas of my website that weren’t performing as well as they could have, and thus he has my highest endorsement.

If you have any additional questions or need clarification, please feel free to contact me.

Best regards,

Tawny Birkenstock   
tawny.birk@email.com   
555-555-5555

Subject: Reference for Kip’s Kennels

Dear Mr. Small,

As a dedicated pet owner, I searched long and hard for a kennel where I felt comfortable leaving my precious companions. After doing plenty of research, and visiting several other kennels in the area, I found Kip’s Kennels about two years ago. My pets haven’t been boarded anywhere else since.

The staff at Kip’s is knowledgeable, courteous, and friendly. They truly care about every pet as they do their own, and the facility is always spotless. Unlike most of the kennels in our area, they also offer daily updates via email or text to reassure you while you are separated from your pet.

I highly recommend Kip’s Kennels to care for your pets while you are out of town. If you have any further questions or would like to speak with me about my experience, please feel free to contact me.

Regards,

Tom Sparks   
thomas.sparks@email.com   
555-555-5555