[DATE]

[RECIPIENT NAME]

[JOB TITLE/POSITION]

[COMPANY NAME]

[COMPANY ADDRESS]

Dear Mr./Ms./Mrs. SURNAME],

Greetings!

I am sending you this reference letter at the request of Mr./Ms./Mrs. [BUSINESS OWNER NAME], the owner of [BUSINESS NAME], to recommend its products/services to you.

For the past [N] years, our company, [COMPANY NAME], has been working closely with [BUSINESS NAME] in various projects and events. The business provides high-quality standard goods as well as professionally done services. Our company is satisfied with the business’ products and services.

The business’ credibility and work ethic are commendable. In our recent partnership, our company successfully completed an event with a 0.0% positive response rate from our customers.

I hope that your company considers our strong recommendation of the products/services of [BUSINESS NAME] for your projects and events.

Thank you.

Sincerely,

[SENDER NAME AND SIGNATURE]

[JOB TITLE/POSITION]

[COMPANY NAME]

[COMPANY ADDRESS]