From,  
\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_(date of writing the letter)

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Letter of recommendation.

Dear (name of the receiver),

I am writing this letter to recommend to you excellent services of\_\_\_\_\_\_\_(mention person/company etc). \_\_\_\_\_\_\_\_(Mention person/company etc) has been working with our \_\_\_\_\_\_\_(mention business/agency etc) for the last \_\_\_\_\_(No of years) and has been providing \_\_\_\_\_\_\_\_(mention service provided).

\_\_\_\_\_\_\_(Mention company/person etc) has really helped our company throughout the years .

I am confident about the services of \_\_\_\_\_\_\_(Mention company/person etc) and I can surely recommend the services. Feel free to contact me for any questions you might have.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_(your name)