

[Your Name]
[Your Position/Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Subject: Business Reference Letter for [Name of Person/Company]

Dear [Recipient's Name],

[Paragraph 1: State your relationship with the person/company and the duration of your association.]

[Paragraph 2: Comment on their skills, services, reliability, and other professional qualities. Give a specific example if possible.]

[Paragraph 3: Endorse them for relevant opportunities or business relations. Offer to provide further information if needed.]

Sincerely,

[Your Signature]
[Your Name]
[Your Position/Title]
[Your Company Name]