

[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]