

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address Line 1]  
[Company Address Line 2]  
[City, State ZIP]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Address Line 1]  
[Recipient's Address Line 2]  
[City, State ZIP]

Subject: Business Reference Letter for [Referee's Name/Company]

Dear [Recipient's Name],

I am pleased to write this letter of reference for [Referee's Name/Company]. I have had the opportunity to work with [him/her/them] for [duration] in the capacity of [brief description of relationship, e.g. supplier, client, business partner].

During our association, [Referee's Name/Company] has demonstrated [mention relevant qualities, e.g., professionalism, reliability, integrity]. [Describe significant achievements, projects, or collaborations, if any].

Based on my experience, I can confidently recommend [Referee's Name/Company] for [purpose of reference, e.g., business partnership, service provision].

Please feel free to contact me if you need additional information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]