

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

[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

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

Dear [Recipient Name or "To Whom it May Concern"],

I am writing to recommend [Name of Person/Business] with whom we have enjoyed a successful business relationship since [year or duration]. During this time, [he/she/they or business name] has consistently demonstrated professionalism, reliability, and integrity in all dealings.

[Describe the specific nature of your relationship, notable projects, or positive experiences. Mention qualities such as dependability, quality of work, customer service, timeliness, etc.]

Based on our experience, I have no hesitation in recommending [Name of Person/Business]. I am confident that [he/she/they or business name] will meet or exceed your expectations.

Please feel free to contact me should you require any further information.

Sincerely,

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