To,

[Name of Recipient]

[Designation of Recipient]

[Recipient’s Organization Name]

Date:

**Subject: Business Reference Letter**

Dear Sir/Madam,

This to recommend you the excellent and high quality services of [mention the name of Organization/Business that you are recommending] for the purchase or procurement of [mention the product/services].

We have been in business with [mention the name of Organization/Business that you are recommending] for the last three years and I must say that till now, they have not yet disappointed us with their conduct. Our organization is very happy and satisfied in doing business with them and therefore, we recommend and refer their services whenever asked.

I am sure that you will also enjoy doing business with them. For further queries, you are free to contact us any time.

Sincerely,

[Sender Name]

[Sender Signatures]

[Sender Designation]

[Sender Contact Details]