To,

[Name of Recipient]

[Designation of Recipient]

[Organization’s Name]

Date:

**Subject: Reference Letter for Business Consultant**

Dear Sir/Madam,

This is to refer Mr./Mrs. [name of Consultant] as a consultant for your organization [name of the Organization].

I must say that the above referred person seems to be the fittest person for the job according to me. He/she has worked with our organization as well on different projects. He/she has a take-charge attitude and knows how to satisfy and keep everyone calm while analyzing the whole situation. He/she effectively and efficiently performs his/her work and has great ability to solve even the complex problems.

Therefore, I am referring Mr./Mrs. [name of the Concerned Person] for this job and I hope that you he/she will add a great value to the overall development and growth of your business. For further details or queries, feel free to contact me any time.

Sincerely,

[Sender Name]

[Sender Signatures]

[Sender Designation]

[Sender Contact Details]