**Company recommendation letter**

Company Name or Letterhead  
Address  
City, State, Zip

Date

Addressee  
Address  
City, State, Zip

Dear Mr. Franck:

Thank you for your interest in Software Associates. Unfortunately, we do not offer seminars for employees who are using software packages for the first time.

I am happy, however, to refer you to Correct Keyboarders, an independent business here in the metro area that does provide exactly the sort of services you seek.

Correct Keyboarders is owned and operated by Kevin Johnson, whose knowledge of various software packages is overwhelming. We have referred several companies to Kevin, and there has not yet been a software package requested by a company that he does not offer a users’ seminar for. Moreover, we have received nothing but positive feedback concerning his classes.

Kevin can be reached at 712-863-4986. If you would like additional referrals from other companies that have used his services, I would be glad to provide you with a list of companies that have given me permission to release their number.

I feel confident that Kevin can help you out.

Cordially,