**BUSINESS REFERENCE LETTER FOR A COMPANY**

[SENDER ADDRESS]

[DATE]

[NAME OF RECIPIENT]

[NAME OF RECIPIENT COMPANY]

[COMPANY STREET ADDRESS], [CITY]

[STATE], [ZIP CODE]

**SUBJECT: REFERENCE LETTER FOR [NAME OF REFERRED COMPANY]**

Dear Mr./Ms./Mrs. [LAST NAME OF RECIPIENT],

It is with great honor and pleasure to write this referral letter for [NAME OF COMPANY BEING REFERRED] as the company with the best [STATE TYPE OF SERVICE OFFERED].

Our company has been in business with [NAME OF COMPANY BEING REFERRED] for over [N] years and I can attest to the level of service quality that it offers at an affordable price. We firmly believe that your company will benefit from doing business with [NAME OF COMPANY BEING REFERRED]. We will never refer you to a mediocre company since you are very important and integral to our own success.

I can set up a meeting to start the ball rolling. Let me know when would be the most convenient time to schedule this meeting.

Sincerely yours,

[NAME AND SIGNATURE OF SENDER]

[COMPANY NAME]