

## **Business Reference Or Referral Letter**

Dear [Recipient Name],

I am writing to provide a reference for [Individual or Company Name]. I have had the pleasure of working with [Individual or Company Name] for [length of time] and can attest to their excellent work performance and strong character.

During our time working together, [Individual or Company Name] consistently demonstrated their expertise in [specific skills or industry knowledge]. They also showed a strong work ethic and attention to detail, always delivering high-quality work on time and within budget.

Furthermore, [Individual or Company Name] has a great attitude and is a pleasure to work with.

They are always willing to go above and beyond to ensure client satisfaction and maintain positive relationships with colleagues and partners.

I highly recommend [Individual or Company Name] and am confident that they will be an asset to any organization. If you have any further questions, please do not hesitate to contact me.

Sincerely,

[Your Name]