

Formal Business Reference Letter

Subject: Business Reference for [Company/Person Name]

Dear [Recipient's Name],

I am writing this letter to provide a formal reference for [Company/Person Name]. I have worked with them for [duration] in the capacity of [describe role/relationship] and can confidently affirm their professionalism, integrity, and reliability.

[Company/Person Name] has consistently demonstrated high-quality service, timely delivery, and strong communication skills. They have successfully handled projects in [specific industry/area] and shown a commitment to excellence that sets them apart.

I strongly recommend [Company/Person Name] for any business partnership or opportunity. I am certain that they will meet and exceed your expectations.

Sincerely,

[Your Full Name]

[Your Title]

[Your Company Name]

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