

Formal Service Provider Testimonial Request Letter

Subject: Testimonial Request for Professional Portfolio

Dear [Client Name],

I trust this letter finds you in good health and high spirits. Following the successful completion of [service provided] for your [company/project], I am writing to respectfully request a testimonial.

As I continue to build my professional portfolio and expand my client base, testimonials from satisfied clients like yourself serve as powerful endorsements of my work quality and professional standards.

A testimonial addressing the timeliness of delivery, quality of work, communication throughout the process, and overall satisfaction would be invaluable. This testimonial would be featured on my professional website and included in proposals to prospective clients.

I understand your time is valuable, and I would be happy to provide a draft based on our conversations if that would be more convenient for you to review and modify.

Thank you for your consideration of this request. Your continued trust in my services is deeply appreciated.

Yours sincerely,

[Your Name]

[Your Title/Business]

[Contact Information]

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