

Trade Reference Letter

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Trade Reference Letter for [Client/Business Name]

Dear [Recipient's Name],

I am writing this trade reference letter to provide a strong recommendation for [Client/Business Name] based on our positive business relationship and transactions with them.

I have had the pleasure of working with [Client/Business Name] for [duration of the business relationship], during which time they have been a valued and reliable partner. Our interactions have primarily centered around [describe the nature of the trade/business dealings], and I can confidently attest to their professionalism and dedication to meeting their commitments.

Throughout our collaboration, [Client/Business Name] has consistently demonstrated a high level of integrity and ethical conduct. They have always honored their payment obligations promptly and upheld their end of agreements. Moreover, their communication and response time have been excellent, making it easy to address any concerns or queries that arise during the course of our dealings.

In terms of product/service quality, [Client/Business Name] consistently delivers exceptional results.

Their products/services have met or exceeded our expectations, and their attention to detail and commitment to excellence are commendable.

Furthermore, I must highlight that their team is composed of skilled and knowledgeable professionals who are easy to work with and have displayed a keen understanding of our industry.

I strongly recommend [Client/Business Name] as a trustworthy and reliable trade partner. Should you require any additional information or wish to discuss further, please do not hesitate to contact me.

Thank you for considering my recommendation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information: Phone number and email]