

letter head of company

Company Name

Address

Date:

Street Address

City

State

Zip Code

Contact Name: [Mr./Ms.] [Last Name]:

Contact Number/ Mobile

The purpose of this letter is to recommend [insert company name] based on my own experience with the company. I used [insert company name] to provide [insert specific products or services] and am extremely pleased with the quality of [specify services or products] they were able to provide. I plan to work with them again, and can recommend them without reservation to others in need of similar [specify items or services]

items/services should include the following:

The duration of the contract

The value of the contract

Include specifics related to your experience with the supplier.

Such as responsive and helpful customer service

Positive results as a result of working with the company.

Any other particular reasons you'd recommend the firm.

Signed by responsible official. / Company Stamp