[Date]

[Name of Recipient]

[Business Name]

[Address]

City, State, Zip code

Dear [Name of Recipient],

I am writing this recommendation letter for the [services/products] of [Name of Recommended Business]. I have been using their [products/services] for the past [number] years and have been a very satisfied customer. They offer the most competitive rates and have always been excellent with their [product/work] quality.

I have also used some of their other [products/services] such as [provide list of other products or services offered]. Their staff have excellent customer service skills and always deliver on their promise.

If you have any additional questions or clarifications regarding [Name of Recommended Business], please feel free to contact me through the contact details found below.

Sincerely yours,

[Name of Referring Person]

[Role or Title]

[Name of Business]

[Address]

[Contact Information]