

Business reference letter for a vendor

David Peterson

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Rebecca Lee

Procurement Head
FutureTech Enterprises
890 Innovation Road
Portland, OR 97201

Subject: Business Reference for SwiftSupply Co.

Dear Ms. Lee,

I am pleased to provide a business reference for SwiftSupply Co., a trusted vendor we have partnered with for the past four years. SwiftSupply Co. has supplied us with office equipment and maintenance supplies during this time, and we have always been impressed with their exceptional service and product quality.

SwiftSupply Co. has consistently met our deadlines, provided competitive pricing, and delivered high-quality products that are essential to the smooth operation of our business. They go above and beyond to accommodate our needs, whether it's handling urgent orders or offering customized solutions tailored to our specific requirements.

Their team is responsive, professional, and highly reliable. One example of their dedication was during an equipment shortage we faced last year, and they quickly

sourced alternatives without any delay to our business operations. Their commitment to customer satisfaction is evident in every transaction.

I highly recommend SwiftSupply Co. for any organization looking for a dependable and efficient vendor. They have consistently proven to be an invaluable partner, and I am confident they will provide the same level of service to your business.

If you require further details about our experience with SwiftSupply Co., please feel free to contact me at (555) 789-1234 or david.peterson@brightstar.com.

Sincerely,

David Peterson

Operations Manager

BrightStar Solutions