

Personal Business Reference Letter

John Davis

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Lisa Brown

Human Resources Director

Global Innovations Inc.

789 Enterprise Road

New York, NY 10036

Subject: Personal Business Reference for Mr. Michael Williams

Dear Ms. Brown,

I am writing to offer my personal business reference for Mr. Michael Williams, with whom I have had the pleasure of working for the past six years in various professional capacities. Michael and I collaborated on several projects through his role as an independent business consultant at Davis Consulting Group, where he consistently demonstrated his expertise in strategic planning, business development, and client relations.

Michael is an individual of high integrity, possessing strong analytical skills and a deep understanding of business operations. He played a pivotal role in helping several of our clients streamline their operations and improve profitability, particularly during a major

project in which he led the development of a new market expansion strategy, resulting in a 20% increase in sales for our client.

In addition to his business acumen, Michael is also highly personable and maintains excellent relationships with colleagues and clients. He approaches every challenge with a positive attitude, demonstrating professionalism and a commitment to delivering outstanding results. His ability to manage complex tasks while maintaining focus on the bigger picture is one of his strongest assets.

I am confident that Michael will be a valuable asset to any organization that seeks a skilled and reliable business professional. Should you require further information about my experiences working with Michael, please feel free to contact me at **(555) 678-1234** or john.davis@davisconsulting.com.

Sincerely,

John Davis

Senior Manager

Davis Consulting Group