Company Name

Date

[Recipient's Name]
[Recipient's Company (if applicable)]
[Street Address]
[City], [State] [Zip Code]

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

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].

A few examples of their high quality [items/services] include:

- [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]

I am very happy to recommend [insert company name] to you, and trust that your experience with them will be as positive as mine. If I can answer any additional questions about my experience as a customer of [insert company name], please feel free to contact me. My telephone number is [insert phone number] and my email address is [insert email address].
Sincerely,

Name
Title