

January 23, 2006

(NAME)  
(ADDRESS)  
(ADDRESS LINE-2)  
(ADDRESS LINE-3)

**Dear Mrs. (NAME):**

Over the past \_\_\_\_\_(NUMBER) years I have had the opportunity to work with \_\_\_\_\_(NAME) on over \_\_\_\_\_(NUMBER) different projects, including \_\_\_\_\_(TITLE).

I have always felt very fortunate to have a solid relationship with \_\_\_\_\_(NAME) and to know that all of our company's needs would be met during each project. \_\_\_\_\_(NAME) consistently worked in a very professional manner that impressed everyone with the company. We learned that we could always count on \_\_\_\_\_(NAME) for providing (DESCRIPTION) services in a reliable and flawless manner. We highly recommend his/her ability and service.

If you have any questions regarding \_\_\_\_\_(NAME)'s work with our company, don't hesitate to call me at \_\_\_\_\_(PHONE/E-MAIL).

**Sincerely,**

(NAME)  
(TITLE)

(COMPANY NAME)  
(ADDRESS)  
(CONTACT INFORMATION)