

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)