Letterhead

Professional Reference Letter

Date:

TO WHOM IT MAY CONCERN

Name Surname of the accountant, business-partner, lawyer (person writing a letter), Job position “Name of the company”, hereby confirm that Name Surname of the client born on Date, is known to me personally for more than number years. I can characterize him as a reliable and respectable partner of our company who always fulfills his obligations in due time.

Our long business cooperation with Name Surname of the client produced a good outcome of numerous successful projects. Name Surname of the client performs his work at a high professional level, working for result. Being a true to the word partner, all arrangements between us are executed in due time and in full.

Name Surname of the client has also proved to be an interesting interlocutor, he has excellent communicative skills and is attentive to people that was repeatedly noted by the staff of our company.

Name Surname of the client is a purposeful and perspective person who possesses exclusive moral qualities. He is always ready for dialogue and cooperation at the solution of arising questions, besides he is ready to assist in any situation.

Name Surname of the client has no criminal past, he is a respectable citizen. This is the person whom I can rely on and recommend him to my friends and partners.

Sincerely yours,

Job position (person writing a letter)

Name Surname

Company seal and signature

Contact Information