

## Professional Reference Letter

TO WHOM IT MAY CONCERN

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

Our long business cooperation with **Name Surname of the client** has been the outcome of numerous successful projects. **Name Surname of the client** performs his work at a high professional level, working for results. Because of the trust and cord partnership arrangements between us are executed in due time in a professional manner.

**Name Surname of the client** has a pleasant and interesting interlocutor, he has excellent communicative skills and attention to detail that is repeatedly noted by the staff of our company.

**Name Surname of the client** is a responsible and proactive person who possesses exclusive moral qualities. He is always ready for discussion and cooperation at the solution of arising questions, and is always ready to assist in a situation.

**Name Surname of the client** in his professional past, he is a respectable citizen. This is the person who can rely on and who is loyal to my friends and partners.

**Job title (person writing a letter)**

**Name Surname**

**Company seal and signature**