

Please make sure that the following conditions are met:

- 1) Reference is on a letterhead*
- 2) Reference contains direct phone, fax and email of the individual who signed the reference.*

Date: _____, 201__

To Whom It May Concern

RE: REFERENCE FOR _____

This letter confirms that _____ is our client since _____.

Throughout that time _____ always acted in a professional manner, which is satisfactory to our company.

Please do not hesitate to contact me if your need any further information.

Yours sincerely,

Name

Professional Designation

Direct contact phone, fax and email of the individual who signed the reference.