

BUSINESS LETTER OF RECOMMENDATION

To Whom It May Concern:

This letter serves as a formal recommendation for the business entity named below. The undersigned has had a professional relationship with the said business and offers this letter based on factual information and direct experience. It is intended to assist in validating the business's credentials, performance, and reputation.

Business Information:

Business Name:

Business Address:

Contact Person Name:

Contact Phone/Email:

Nature of Relationship:

Describe the nature and duration of the professional relationship with the business, including details such as services provided, projects completed, and the level of interaction. This section should be factual and highlight key areas of cooperation.

Recommendation:

Provide a clear and unequivocal statement recommending the business. This may include commendations on professionalism, quality of work, reliability, financial responsibility, ethical standards, and any other pertinent attributes relevant to potential clients, partners, or institutions.

Limitations and Conditions:

Any limitations or conditions related to this recommendation should be disclosed here, such as the scope of knowledge regarding the business, disclaimers about guarantees, and statements clarifying that this recommendation does not constitute a contractual obligation.

Legal Compliance and Enforceability:

This letter is provided in good faith and is intended to be legally compliant and enforceable under United States law. It is subject to all applicable laws and regulations governing business recommendations, including but not limited to defamation, privacy, and trade practices statutes.

Authorized Representative Information:

Name: _____
Title/Position: _____
Company Name: _____
Contact Phone/Email: _____

Signature:

Authorized Signature

Signature: _____
Print Name: _____
Title: _____
Date: _____

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