Client Project Reference Letter

Describe direct project experience relevant to a prospective reader.

Letter details

Author and role

Recipient

Date

Business being referenced

Editable draft

Replace bracketed prompts with accurate details

Dear [Recipient],

I am [name and role] at [client organization]. [Business] supported us with [project or service] from [start] to [end]. My involvement was [direct role].

The agreed work included [scope]. One relevant example was [specific deliverable or action], which I observed through [review or involvement]. The recorded outcome was [supportable result].

Based on that experience, I can comment on [specific capability relevant to this recipient]. My reference is limited to the work described here and should be considered in that context.

If permitted, further factual clarification is available through [authorized contact].

Sincerely,
[Name and role]

Use direct experience and a clear period. This is a business reference, not an employment verification letter.