Supplier Business Reference Letter

Write a reference based on direct experience with a supplier.

Letter details

Author and organization

Recipient

Date

Supplier name

Relationship and period

Editable draft

Replace bracketed prompts with accurate details

Dear [Recipient],

I am [name and role] at [organization]. We worked with [supplier] on [scope] during [period]. I am providing this reference for [specific purpose] with the appropriate permission.

During that engagement, I directly observed [specific action or deliverable]. For example, [describe the situation, the supplier's contribution, and a verifiable result].

Our experience supports [limited, relevant assessment]. This statement concerns [scope and period] and does not describe services or circumstances I have not observed.

Please contact me through [authorized business contact] if clarification is appropriate.

Sincerely,
[Name]
[Role and organization]

Replace prompts with supportable facts. Obtain appropriate permission and do not invent endorsements.