

Service Engagement Reference Letter

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to provide a reference for [Service Provider's Name] concerning their engagement with [Your Company Name]. During the period from [Start Date] to [End Date], they provided [specific services rendered] which were essential to our operations.

Throughout the engagement, [Service Provider's Name] demonstrated [mention any relevant qualities, achievements, or skills]. Their professionalism and commitment to delivering high-quality services significantly contributed to our success.

Based on the quality of their work and our positive experience, I would highly recommend [Service Provider's Name] for any future engagements. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]