

[Your Company's Letterhead]

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that, following our recent review, we have approved [Sales Representative's Name] as a reference for your sales activities. [He/She/They] have demonstrated exceptional skills in [specific skills or achievements], which makes [him/her/them] a valuable asset in representing our company.

Please feel free to contact [Sales Representative's Name] at [Sales Representative's Phone Number] or via email at [Sales Representative's Email Address] for any inquiries or further information regarding their performance and capabilities.

Thank you for your attention, and we are confident that [Sales Representative's Name] will represent our interests effectively.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]