

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to verify the business reference for [Name of the Individual or Company] as part of our due diligence process.

We would appreciate your confirmation of the following information:

- Relationship with [Name of Individual/Company]
- Duration of relationship
- Nature of services provided
- Overall satisfaction with the relationship

Please feel free to provide any additional comments or insights that you believe would be helpful in our evaluation.

Thank you for your time and assistance in this matter. You can respond via email or contact me directly at [Your Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Your Company]