Name  
Business Name  
Address  
City, State, Zip

Dear Mr.XXX,

I am writing to recommend the services of the ABC Service. I have been using ABC Service to clean my offices for the past five years, and have always been completely satisfied. They do an excellent job, are always punctual, and offer the most competitive rates in town.

We have also hired them on occasion for extra jobs, cleaning after a move, blinds, deep cleaning the kitchenette, etc. They have been very reasonably priced, and have done exactly what we've asked of them.

I'm happy to recommend the services of Sparkleshine. If you have any questions, feel free to contact me.

ABC  
PQR Industries  
Phone