**Letter of recommendation for a company**

Company Name or Letterhead  
Address  
City, State Zip

Date

Addressee  
Address  
City, State Zip

Dear Stafford:

Marilou Davis at Shorwood Construction Company has asked me to write you concerning Barton-Teal Inc.’s bonding capabilities. We are currently bonding this company through Graham Universal, Inc., and they have the capacity to bond single jobs up to $500,000.

All of our experience during our six-year association with Barton-Teal Inc. has been very positive, and to our knowledge this company has a history of timely and successful completion of its jobs.

We know of no reason why you should hesitate to award a contract to this firm.

Sincerely,