

[Your Name]
[Your Title]
[Your Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]

Subject: Reference for Professional Service Agreement - [Service Provider Name]

To Whom It May Concern,

I am writing this letter to provide a formal reference for [Service Provider Name/Company], regarding the professional services they provided to [Your Company Name] under our agreement dated [Start Date] to [End Date].

During the term of the Professional Service Agreement, [Service Provider Name] was responsible for [Brief Description of Services, e.g., IT Consulting, Marketing Strategy, Legal Auditing]. Their performance consistently met the high standards required by our organization.

Key highlights of their service included:

- Timely delivery of all project milestones and reports.
- Exceptional expertise in [Specific Technical Skill or Field].
- Professional communication and seamless collaboration with our internal teams.
- Strict adherence to the budget and compliance terms outlined in the original agreement.

We found [Service Provider Name] to be a reliable and highly skilled partner. Their contributions were instrumental in the successful completion of [Project Name/Goal].

We would not hesitate to engage their services again in the future and highly recommend them for any professional service engagements within their field of expertise.

If you require any further information regarding our experience with this provider, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Your Printed Name]
[Your Job Title]