Your First name last names
Your Title
Your Business Name
Your Business Address
Your City, State, Zip
Date
First name Last name
Business Name
Address
City, State, Zip

Dear Ms.

Last name,

I am writing to recommend the services of the Sparkleshine Cleaning Service. I have been using Sparkleshine 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 always do exactly what we ask of them.

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

Sincerely,

First name Last name
Title
Company Name
firstnamelastname@email.com