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