

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email]

[Date]

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

Subject: Recommendation for [Contractor Name / Company Name]

To Whom It May Concern,

I am writing to formally recommend [Contractor Name] and their team at [Contracting Company Name] for any commercial construction or renovation projects you are considering. We recently worked with them on our [Project Name/Type, e.g., 20,000 sq. ft. office build-out], and the experience was exceptional.

Throughout the project, [Contractor Name] demonstrated a high level of professionalism, technical expertise, and dedication to quality. They were particularly effective at [mention a specific skill, e.g., managing complex electrical requirements or adhering to strict safety protocols].

Key highlights of their performance included:

- **Budget Management:** The project was completed within the agreed-upon budget with transparent billing practices.
- **Timeline Adherence:** They met all critical milestones and delivered the final certificate of occupancy by the target date.
- **Communication:** We were provided with consistent weekly updates and any issues were addressed immediately.
- **Subcontractor Oversight:** They maintained a clean, organized job site and ensured all subcontractors performed to the highest standards.

The final result exceeded our expectations, and we have received numerous compliments on the craftsmanship and finishing. [Contractor Name] is a reliable, honest, and highly skilled general contractor who understands the demands of commercial construction.

I highly recommend [Contracting Company Name] without reservation. Please feel free to contact me if you require any further information regarding our experience.

Sincerely,

[Signature]

[Printed Name]