

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Introduction of Trusted Home Improvement Vendor: [Vendor Company Name]

Dear [Recipient Name],

I am writing to personally introduce you to one of our most trusted partners in the home improvement industry, **[Vendor Company Name]**, managed by **[Contact Person Name]**.

Over the years, we have worked closely with [Vendor Company Name] on numerous projects. We are consistently impressed by their professionalism, attention to detail, and commitment to high-quality craftsmanship. They specialize in [List 2-3 Key Services, e.g., kitchen remodeling, roofing, or landscaping].

We recommend [Vendor Company Name] because they share our values of transparency and reliability. Whether you are planning a minor repair or a major renovation, we are confident they will provide the same level of excellence that you expect from us.

You can reach [Contact Person Name] directly at [Vendor Phone Number] or via email at [Vendor Email Address]. You may also visit their website at [Vendor Website URL] to view their portfolio of work.

Please feel free to mention that you were referred by [Your Name/Company Name] when you contact them.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]