

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

[Date]

[Recipient Name]
[Recipient Title]
[School District Name]
[District Address]

Subject: Referral for [Vendor Company Name] - Trusted Local Vendor

Dear [Recipient Name],

I am writing to formally recommend [Vendor Company Name] as a trusted service provider for the [School District Name]. Having worked closely with them for [Number] years, I have seen firsthand their commitment to quality and reliability within our local community.

[Vendor Company Name] specializes in [mention specific services/products]. They have a proven track record of meeting the unique safety, budgetary, and scheduling requirements often required by educational institutions. Their team is known for being responsive, professional, and thorough.

Specifically, I believe they would be an asset to your district because:

- [Reason 1: e.g., Excellent compliance with safety standards]
- [Reason 2: e.g., Competitive pricing for public sectors]
- [Reason 3: e.g., Strong history of timely project completion]

I am confident that [Vendor Company Name] will provide the same level of excellence to your schools that we have come to expect. I have attached their company profile for your review.

Please feel free to contact me if you have any questions regarding our experience with this vendor.

Sincerely,

[Your Signature]

[Your Printed Name]