

[Your Name]
[Your Business Name]
[Your Phone Number]
[Your Email]

[Date]

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

Subject: Referral for Small Business Formation Services

Dear [Recipient Name],

I am writing to share my positive experience with [Service Provider/Firm Name]. They recently assisted me in the successful formation of my small business, [Your Business Name].

Starting a new venture can be complex, but their team provided expert guidance on [Legal Structure/Registration/Tax IDs]. Their professionalism and attention to detail ensured that everything was handled correctly and efficiently.

Since you are currently in the process of [Starting a Business/Restructuring], I highly recommend reaching out to them. I have included their contact information below:

[Service Provider Name]
[Contact Person]
[Phone Number]
[Email/Website]

If you have any questions about my experience with their services, please feel free to ask. I wish you the best of luck with your new business!

Best regards,

[Your Signature]

[Your Printed Name]