

Sample Personal Reference Letter
(Must be Prepared on Stationary/Letterhead)

Date

Milvia Castellano
Spectrum Mortgage Group, Inc.
3121 Commodore Plaza, Ste. 303
Coconut Grove, FL 33133

RE: **Customer Name**

Dear Mrs. Castellano,

Please be advised that I have known **Customer Name** in a professional manner for ___ years. He is a highly respectable individual and I strongly recommend him in both business and personal situation of any kind.

If you should need further assistance, please feel free to contact me. Thank you.

Sincerely,
