

ABC Contractors Inc  
55 Main Street  
Hometown, PA 99999  
Phone: (555) 555-5555  
Fax: (555) 555-5555

Monday, August 09, 2010

To: Brown Construction  
810 Tree Street  
Sometown, PA 55555-5551  
Attn: Tim Brown

Dear Mr. Brown:

Can you help me?

We're being considered by The Lincoln School Board as a contractor for the new middle school project. Since our firms worked together successfully on a similar project recently, it seemed to me that you are the ideal reference. Would it be OK if I used your name as a reference? If so, Jennifer White of the Lincoln School Board may try to contact you to discuss your experience with working with us.

This contract means a great deal to us, and I would be very grateful for any assistance. Please call me at (555) 555-5555 if you have any questions.

With thanks,

Cory Smith  
President/CEO  
ABC Contractors Inc