DATE

Ms. Franka Costelloe

President

Trinidad and Tobago Manufacturers’ Association

Level 2

TTMA Building

#42 Tenth Avenue

Barataria

Dear Ms. Costelloe,

**Re: Recommendation for xxx to become a member of TTMA**

At the request of the captioned customer, we provide the following information:

Xxx has maintained dealings with us since *year* and is involved in *type of business*.

We consider the company good for transactions undertaken in the normal course of business and do not believe they will enter into any obligation they could not fulfill.

Should you require further information, please do not hesitate to contact the undersigned.

Yours respectfully,