

XYZ Company Letterhead  
Anywhere, USA

John Doe (Name of person making the referral)  
Company Name  
Company address  
(Phone Number)

Date:

United States Department of Agriculture  
Agriculture Marketing Service  
WDC Address  
Phone Number (Preferably a Central Number)

TO: Whom it may concern

This is a general description of the relationship between the reference company and the new vendor. Common things to mention include but are not limited to:

(Helpful Suggestions)

Description of commodities provided or services to the new vendor applicant

Length of time in joint business

What facilities are provided if they are a manufacturer for the new vendor

A brief description of organization if they ship or provide other destinations for the applicant.

Referral Signature

Referral Signature Block (must be typed and have contact information (phone number, email, etc.))