

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
USDA, AMS, Commodity Procurement Program
1400 Independence Ave. SW
Washington, D.C. 20250
202-720-4517

To USDA/AMS Commodity Procurement Program:

The intent of the reference letters is to demonstrate the prospective contractor's past performance on the same or similar products for which they are seeking approval. Reference letters must be from current customers, be on official reference company letterhead, include the phone number and address, and be signed by a principal of each company.

The letters must:

- Identify the purchased product that is the same or similar to the products you would like to apply for;
- Indicate satisfaction with the products provided; and
- Include the length of time they have been a customer.

Reference Company Representative Signature
Reference Company Representative Signature Block (must be typed and have contact information)
Title/Position of Reference Company Representative
Company Name
Email and Phone