

Sample Request for Testimonial Letter
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Josephine Customer
ABC Accounting Services
123 Easy Street
Sometown, PA 15792
January 2, 2006

Dear Ms. Customer:

I'd like to ask you a favor. I'm putting together a collection of testimonials from my satisfied customers such as yourself – some comments about my company's services.

Would you mind taking a few minutes to give me your opinion of my computer services business? There's no need to type up a fancy letter. Just write down some comments on the back of this letter, sign below, and return it to me in the enclosed self-addressed, stamped envelope. I look forward to reading your comments about my service – both what you like as well as any suggestions on how we can do better.

If I do quote from your words, your business name will be prominently mentioned, giving your company some free exposure in return for your kind assistance.

Thank you very much for your assistance.

Kind regards,

Ima Businessowner

You have my permission to quote my comments in advertisements, brochures, Internet sites, newsletters, e-zines, and other promotions used to sell and market your business's services.

Signature _____ Date _____

Company Web Site (for linking back to you)
