

Formal Reference Letters on Letterhead of Client, fully signed by the authorised individual

To whom it may concern,

This Reference Letter serves to inform the Development Bank of Southern Africa that the entity ..... has actioned the specified work in accordance with the below stipulations.

**1. Employer Information (Reference)**

Field	Details to be Provided by Reference
<b>Your Name</b>	[Insert Name]
<b>Your Position</b>	[Insert Position]
<b>Company Name</b>	[Insert Company Name]
<b>Company Address</b>	[Insert Company Address]
<b>City, Postal Code</b>	[Insert City, Postal Code]
<b>Phone Number</b>	[Insert Phone Number]
<b>Email Address</b>	[Insert Email Address]
<b>Further Information</b>	[Insert Contact Info for Further Details]

## 2. Project Information

Field	Details to be Provided Reference
<b>Project Name</b>	[Insert Project Name ]
<b>Project Scope</b>	[Insert Project Scope]
<b>Appointment Date</b>	[Insert Appointment Date]
<b>Completion Date</b>	[Insert Completion Date]
<b>Project Value at Completion</b>	[Insert Project Value at Completion]
<b>Service Provider's Role in Project</b>	[Insert Role]
<b>Duration of Project</b>	[Insert Duration, e.g., 6 months, 2 years]
<b>Specific Project Responsibilities</b>	[Insert Specific Responsibilities or Tasks]
<b>Skills or Expertise Demonstrated</b>	[Insert Key Skills or Expertise]

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<b>Notable Achievements or Results</b>	[Insert Key Achievements or Results]
<b>Service Provider's Performance - <i>Quality of Work</i></b>	[Insert Statement of Confidence]
<b>Service Provider's Performance - <i>Project Completion in terms of Time and Budget</i></b>	[Insert Statement of Confidence]
<b>Recommendation Statement</b>	[Insert Strong Recommendation for Tender]
<b>Further Information</b>	[Insert Contact Info for Further Details]

**Authorised signee details**

\_\_\_\_\_  
Signature

*(Name and Surname)*

*(Position)*

\_\_\_\_\_  
Date