

**Sample Letter of Reference from – Owner – Architect or Lab Planner
TO BE TYPED ON LETTERHEAD OF THE OWNER – ARCHITECT OR LAB PLANNER**

**To: Scientific Equipment & Furniture Association
1320 Main Street, Ste 300
Columbia, SC 29201**

**Re: Membership Application of _____
Company Name**

Dear Sirs:

**This will confirm that _____, supplied product for
Company Name**

**our project _____. This project was
Name of Project**

completed in (month/year). We were more than satisfied with the work performed

**by _____, and would strongly recommend
Company Name**

accepting their request to become a SEFA member.

**Very truly yours,
(Company Name)**

(Signature)

**Name and Title of Individual
signing above**

Sample Letter of Reference from – Supplier

TO BE TYPED ON THE COMPANY LETTERHEAD OF SUPPLIER

**To: Scientific Equipment & Furniture Association
1320 Main Street, Ste 300
Columbia, SC 29201**

**Re: Membership Application of _____
Company Name**

Dear Sirs:

**This will confirm that _____, has purchased
Company Name
product from our Company, most recently for use on _____
Name of Project
project. This project was completed in _____.
(month/year).**

**We would strongly recommend acceptance of _____
Company Name**

as a SEFA member.

**Very truly yours,
(Company Name)**

(Signature)

**Name and Title of Individual
signing above**