



North Dakota Women-Owned Certification

SAMPLE LETTERS OF SUPPORT

YOUR LETTER OF RECOMMENDATION SHOULD ANSWER 3 QUESTIONS:

- What is your relationship with the applicant?
- Does the applicant own at least 51% of the business?
- How involved is the applicant in the day-to-day operations?

EXAMPLE LETTER I

To whom it may concern,

(Applicant's Name) works with us to provide (xyz). She owns 51% of the business and is in partnership with 2 other women, so I can confirm the business is 100% woman-owned. She oversees the shipping, inventory, and marketing aspect for (Applicant's Business Name).

Thanks,
Signature

EXAMPLE LETTER II

To whom it may concern,

I am (Applicant's Name) banker. She controls the finances, is the highest paid, and holds the largest title in the business, so yes, she owns 51% of the business. She is heavily involved in finances. She is responsible for all budgets and fiscal decisions. She sets the prices for contracts and wages. She makes decisions daily that determine the bottom line for (Applicant's Business Name).

Sincerely,
Signature



NORTH DAKOTA 
Women's Business
CENTER

The North Dakota Women's Business Center (NDWBC) is the leading voice, resource, and partner for women business owners. We are dedicated to amplifying the economic voice of our clients through advocacy and access to critical resources.



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