

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to refer [Referee's Name] for [mention the purpose, e.g., a position, a service, etc.]. I have had the pleasure of working with [Referee's Name] for [duration of time] at [Your Company/Organization], and I can confidently say that [he/she/they] possesses the skills and qualities that would make [him/her/them] a valuable asset.

[Provide specific examples of the referee's skills, achievements, or positive traits that are relevant to the referral.]

I highly recommend [Referee's Name] for [mention again the purpose], as I believe [he/she/they] will exceed your expectations. Please feel free to contact me if you need any further information or insights.

Thank you for considering this referral.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]