

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to refer [Referee's Name], who I believe would be an invaluable asset to your team in the realm of influential communication.

[Referee's Name] has demonstrated exceptional skills in [specific skills or experiences related to communication], notably while [describe a relevant project or achievement]. Their ability to [highlight a specific strength or achievement] has consistently led to [mention a positive outcome or impact].

With their expertise in [specific area], I am confident that [Referee's Name] can contribute significantly to [Recipient's Company/Organization] and help achieve your communication goals.

Thank you for considering this recommendation. I believe that a conversation with [Referee's Name] would greatly benefit both parties.

Best regards,

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