

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Government Agency/Department Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to refer [Candidate's Name] for the [Job Title] position at [Government Agency/Department Name], as I believe they would be an excellent fit for your team.

I have known [Candidate's Name] for [duration] and have had the pleasure of working with them on [briefly describe a relevant project or experience]. During this time, I have been consistently impressed by their [mention specific skills or qualities related to the job].

[Provide a brief paragraph detailing the candidate's qualifications, experience, and achievements relevant to the job].

I am confident that [Candidate's Name] would bring valuable skills and a strong work ethic to your department. I highly recommend them for this position and am available to discuss their qualifications further if needed.

Thank you for considering this referral.

Sincerely,

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