

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to refer [Candidate's Name] for the [Job Title] position at [Company Name]. I believe [he/she/they] would be a remarkable addition to your team due to [his/her/their] skills in [specific skills or experiences relevant to the position].

I have known [Candidate's Name] for [duration] and have witnessed [his/her/their] [specific qualities, achievements, or projects]. [He/She/They] consistently demonstrates [attributes that make them a good fit for the position].

I am confident that [Candidate's Name] will excel in this position and contribute positively to your organization. Should you require any further information, please feel free to contact me at [your phone number] or [your email].

Thank you for considering this referral.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]