

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

[Recipient Name]
[JB Hi-Fi Store Name]
[Store Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to refer [Candidate's Name] for a position at JB Hi-Fi. Having known [him/her/them] for [duration of time] and witnessing [his/her/their] passion for technology and customer service, I believe [he/she/they] would be a fantastic addition to the team.

[Candidate's Name] possesses excellent communication skills and a strong understanding of consumer electronics, which aligns well with JB Hi-Fi's mission to provide exceptional customer experiences. [He/She/They] has demonstrated [specific skills or experiences relevant to the role] during our time working together [or through other relevant experiences].

I have no doubt that [Candidate's Name] would contribute positively to the team and uphold the values of JB Hi-Fi. I strongly recommend considering [him/her/them] for any available positions.

Thank you for considering this referral. Please feel free to reach out if you would like to discuss [Candidate's Name] further.

Best regards,

[Your Name]
[Your Job Title, if applicable]