

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to refer [Candidate's Name] for the [Job Title] position at [Company's Name]. I have had the pleasure of working with [Candidate's Name] at [Your Company/Organization] for [duration] and can confidently vouch for their skills and professionalism.

[Candidate's Name] has consistently demonstrated [specific skills or qualities relevant to the job], which I believe makes them an excellent fit for your team. Their experience in [describe relevant experience or qualifications] particularly stands out and aligns with the responsibilities expected in the [Job Title] position.

I highly recommend [Candidate's Name] for this opportunity and believe that they will add significant value to [Company's Name]. Please feel free to reach out to me if you would like to discuss [Candidate's Name]'s qualifications further.

Thank you for considering this referral.

Best regards,

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