

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Referral for LFA Services

I hope this letter finds you well. I am writing to refer [Client's Name], who has expressed a need for support in [briefly describe the issue or need].

Details of the Client:

- Client's full name: [Client's Name]

- Date of birth: [Client's DOB]

- Contact information: [Client's Phone Number and/or Email]

Background Information:

[Provide a brief background of the client, including any relevant history, circumstances leading to the referral, and specific concerns that need to be addressed.]

Reason for Referral:

[Clearly outline why the referral is being made, including specific needs or goals the client is looking to achieve through LFA services.]

I believe that [Client's Name] would benefit greatly from the expertise and support that your organization provides. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any additional information regarding this referral.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email]