

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to refer [Client's Name], a [brief description of the client, e.g., "16-year-old male student"] who has been experiencing [brief description of the issues or concerns, e.g., "difficulty in managing aggressive behaviors and emotional regulation"].

Based on our assessment, I believe that [Client's Name] would greatly benefit from your expertise in [specific area of expertise related to LFP, e.g., "therapy that specializes in behavioral interventions"]. Please find attached [Client's Name]'s history and any relevant documentation to aid in your understanding of their needs. I recommend scheduling an initial appointment at your earliest convenience to discuss the best course of action.

Thank you for considering this referral. I appreciate your support and look forward to hearing back from you soon.

Best regards,

[Your Name]
[Your Title]
[Your Organization]