

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to refer [Referee Name], who is the owner of [Referee Business Name]. Having worked closely with [Referee Name] over the past [duration], I can confidently say that they are an outstanding professional in the [industry/type of business] sector.

[Referee Name] has consistently demonstrated [specific qualities or skills that make the referee stand out], which has made a significant impact on my own business. Their commitment to [mention a particular achievement or project] is truly commendable.

I believe that a collaboration between your businesses could yield great results. [Optional: Offer details about how their services/products could benefit the recipient.]

Feel free to reach out to [Referee Name] at [Referee Phone Number] or [Referee Email Address] for any inquiries. I am confident that they will exceed your expectations.

Thank you for considering this referral.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Business Name]