

[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 recommend [Candidate's Name] for a position at [Company's Name]. As a person with a disability, [he/she/they] has shown remarkable resilience and determination that I believe would make [him/her/them] a valuable addition to your team.

[Provide a brief overview of the candidate's qualifications, skills, and relevant experience.]

I believe that [Candidate's Name] would thrive in the inclusive environment at [Company's Name], and [his/her/their] unique perspectives can contribute positively to your team's diversity.

Thank you for considering this referral. Please feel free to reach out if you need any more information.

Best regards,

[Your Name]  
[Your Job Title] (if applicable)  
[Your Company/Organization] (if applicable)