

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

Dear [Recipient Name],

I am writing to refer [RK's Full Name] for [specific opportunity, service, or position] at [Recipient Organization]. I have had the pleasure of working with [RK] for [duration] in my capacity as [your relationship to RK, e.g., supervisor, colleague], and I can confidently say that [he/she/they] possesses the skills and qualities that would be beneficial to your team.

[Briefly describe RK's qualifications, skills, and experiences that make them a suitable candidate. Include specific examples if possible.]

I believe [RK] would be an excellent addition to your [team/organization] and would bring valuable contributions with [his/her/their] expertise in [specific areas]. I highly recommend [RK] without reservation.

Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Thank you for considering this referral.

Sincerely,

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