

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

Dear [Recipient Name],

I hope this message finds you well. We are excited to inform you about an opportunity to join our dedicated team at [Your Institution]. We are currently seeking passionate and qualified nurses to enhance our patient care services.

At [Your Institution], we pride ourselves on providing exceptional healthcare and fostering a supportive environment for our staff. We believe that our nurses are the backbone of our success, and we are committed to investing in their professional growth and development. We are looking for candidates who possess [list key qualifications, e.g., relevant nursing degrees, licenses, specialties], and who demonstrate [list preferred qualities, e.g., compassion, teamwork, strong communication skills].

If you know of any individuals who would be an excellent fit for our team, we would greatly appreciate your referral. Interested candidates can apply by submitting their resume and cover letter to [application email/website link].

Thank you for your support in helping us find the right talent to join our team.

Warm regards,

[Your Name]
[Your Title]
[Your Institution]