

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

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

Dear [Recipient's Name],

Subject: Referral for [Client's Name/Case Number]

I hope this message finds you well. I am writing to refer [Client's Name], who has been under my care since [Date]. [Client's Name] is in need of [specific services/support], and I believe your expertise would greatly benefit them.

[Provide a brief background on the client, including relevant history, circumstances, and any previous interventions if applicable.]

[Describe the specific needs or challenges the client is facing and the reasons for the referral.]

[Include any relevant documentation or assessments that might assist in understanding the client's situation further.]

I believe that collaborating with your services can make a significant difference for [Client's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information or want to discuss this referral in more detail.

Thank you for considering this referral. I appreciate your support and look forward to your response.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]