

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

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

Dear [Recipient Name],

I am writing to refer Vladimir [Last Name] for [specific opportunity, position, or program] at [Recipient Organization]. I have had the pleasure of working with Vladimir for [duration] at [Your Organization/Institution], where he held the position of [Vladimir's title or role].

During this time, I have been consistently impressed by Vladimir's skills in [specific skills or attributes], particularly his ability to [provide specific examples]. His [mention character traits such as leadership, teamwork, etc.] has greatly contributed to our success in [specific project or task].

I am confident that Vladimir would be an excellent fit for [Recipient Organization or specific role]. His dedication and expertise will undoubtedly be an asset to your team.

Thank you for considering this referral. I believe he would excel in your environment and achieve great results. Please feel free to contact me if you require further information or a more detailed discussion about Vladimir's qualifications.

Sincerely,

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