

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to refer [Referral's Name], who is seeking [describe the purpose, e.g., a position, services, etc.].

[Referral's Name] has [briefly describe qualifications, skills, and experience relevant to the opportunity]. I believe [he/she/they] would be an excellent fit for [reason why you believe they would be a good fit]. I highly recommend [Referral's Name] and am confident that [he/she/they] will add great value to your [team/organization]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Thank you for considering this referral.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company, if applicable]