

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

Dear [Recipient's Name],

I am writing to refer [Name of the person being referred] for the Xbox One gaming console. Having known [him/her/them] for [length of time] and seen [his/her/their] passion for gaming, I believe [he/she/they] would greatly benefit from the features and capabilities of the Xbox One.

[Name] is an enthusiastic and dedicated gamer who has consistently demonstrated [mention any relevant skills or qualities, such as teamwork, strategic thinking, or creativity]. I am confident that the Xbox One would enhance [his/her/their] gaming experience, allowing [him/her/them] to connect with friends and explore new gaming worlds.

I highly recommend [Name] for this opportunity and I am certain that [he/she/they] will make the most of it. If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this referral.

Sincerely,  
[Your Name]