

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to refer [Referee's Name] for the [Position/Opportunity] at [Company Name]. I believe [he/she/they] would be a valuable asset to your team due to [briefly mention skills, experiences, or qualities that make the referee a strong candidate].

[Provide a short paragraph detailing your relationship with the referee and any relevant achievements or experiences that support your referral.]

I am confident that [Referee's Name] would excel at [Company Name] and contribute positively to your team. Please feel free to reach out to me if you have any questions or require further information.

Thank you for considering this referral.

Sincerely,
[Your Name]