

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to refer [Referee's Name] for [specific position or opportunity] at [Organization Name]. I have had the pleasure of knowing [Referee's Name] for [duration] and have been consistently impressed with their [specific skills or qualities].

[Provide a brief description of the referee's qualifications and experiences relevant to the opportunity.]

I believe that [Referee's Name] would be a great fit for your organization due to their [mention specific reasons related to the position or organization].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or insights regarding [Referee's Name].

Thank you for considering this referral.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]