

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

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

Dear [Recipient's Name],

I am writing to refer [Referee's Name] for [specific position, program, or opportunity] at [Recipient's Organization]. As [his/her/their] [relationship to the referee, e.g., supervisor, colleague, mentor], I have had the pleasure of working with [Referee's Name] for [duration] and have been consistently impressed by [his/her/their] [skills, qualities, or achievements relevant to the referral].

[Provide specific examples of the referee's abilities or contributions, and how these might benefit the recipient's organization.]

I strongly believe that [Referee's Name] would be a valuable addition to your team and contribute positively to [Recipient's Organization]. Please feel free to contact me should you require any further information.

Thank you for considering this referral.

Sincerely,

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