
Referral Letter Sample

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to refer [Name of Referee] for [specific reason]. [Name of Referee] has been a [relationship to you] for [duration of relationship] and has consistently demonstrated [specific qualities or skills].

During our time together, [Name of Referee] has shown exceptional abilities in [relevant field or skill]. Their [specific accomplishment or characteristic] is particularly noteworthy. I believe they would be a valuable asset to your [company/organization/team].

Details of Referral:

- **Name:** _____
- **Position/Reason for Referral:** _____
- **Relevant Skills/Qualities:** _____

I am confident that [Name of Referee] will excel in this role and contribute positively to your [company/organization/team]. Please feel free to contact me if you need any additional information.

Sincerely,

[Your Name]

[Your Title]