

# Referral Letter

Date: **[Insert Date]**

To: **[Recipient's Name]**  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to refer [Client's Name], who is in need of [specific service, e.g., counseling, financial advice]. After our discussions and assessments, I believe that your expertise would greatly benefit them.

Details of the Client:

- Name: [Client's Name]
- Contact Information: [Client's Contact Info]
- Reason for Referral: [Brief Description of Needs]

I have discussed this referral with [Client's Name], and they are eager to connect with you. Please feel free to reach out to them directly or contact me if you need any further information.

Thank you for your attention to this matter. I am confident that [Client's Name] will benefit from your services.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]