

Referral Request for Admission

Date: [Insert Date]

To Whom It May Concern,

I am writing to request a referral for [Client's Full Name], who is seeking admission into your esteemed addiction recovery program. [Client's First Name] has been facing challenges with substance abuse, and I believe that your program would provide the necessary support and resources for their recovery journey.

[Client's First Name] has been struggling with [briefly describe the addiction issue], and despite efforts to manage their situation, they require professional intervention for healing and recovery. I have observed [his/her/their] commitment to making positive changes and would strongly recommend your program, given its reputation and comprehensive approach to treatment.

Please find attached [any relevant documents, such as assessments or treatment history]. I am available for any further information you may need and would be grateful if you could expedite the referral process, as obtaining timely support is crucial for [Client's First Name].

Thank you for considering this referral. I hope to hear from you soon regarding the next steps.

Sincerely,

[Your Full Name]

[Your Title/Position]

[Your Organization]

[Your Contact Information]