

Professional Service Referral

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to refer [Client's Name] to you for [specific service]. I believe that your expertise in [mention recipient's area of expertise] will greatly benefit them.

[Client's Name] is currently seeking assistance with [briefly describe the client's needs or situation]. Given your reputation for [mention a skill or experience the recipient has], I am confident that you will provide the support they need.

Please feel free to reach out to [Client's Name] at [Client's Contact Information] to discuss how you can assist them. I have also informed [Client's Name] to expect your call.

Thank you for considering this referral. I appreciate your professionalism and expertise.

Sincerely,

[Your Name]

[Your Title]

[Your Company]