

Referral for Leadership Skills Enhancement Course

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to refer [Candidate's Name] for the Leadership Skills Enhancement Course offered by [Course Provider's Name]. As [his/her/their] [your relationship to the candidate, e.g., manager, colleague], I have had the pleasure of witnessing [his/her/their] growth and potential in leadership roles.

[Candidate's Name] has demonstrated excellent communication skills, the ability to motivate others, and a strong commitment to personal and professional development. I believe that this course will provide [him/her/them] with the tools and strategies needed to further enhance [his/her/their] leadership capabilities.

I am confident that [Candidate's Name] will greatly benefit from this opportunity and contribute positively to [his/her/their] future endeavors. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for considering this referral.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]