

Referral Request Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your assistance in identifying potential facilitators for an upcoming educational workshop organized by [Your Organization]. We aim to provide engaging and informative sessions that will benefit participants in [mention the target audience or purpose of the workshop].

If you know any skilled facilitators who specialize in [specific topics or skills related to the workshop], I would greatly appreciate your recommendations. Your insights would be invaluable in helping us select the right individuals to lead these workshops.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]