

Referral Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone]

To Whom It May Concern,

I am writing to recommend [Consultant's Name] for any IT consulting opportunities you may have. I have had the pleasure of working with [Consultant's Name] for [duration] in the capacity of [your relationship, e.g., colleague, supervisor]. During this time, [he/she/they] consistently demonstrated exceptional skills in IT Project Management.

[Consultant's Name] has a strong ability to oversee projects from initiation to completion, ensuring all aspects are delivered on time and within budget. [He/She/They] has a proven track record of successfully managing diverse teams and communicating effectively with stakeholders to achieve project goals.

Additionally, [Consultant's Name] possesses a comprehensive understanding of various project management methodologies including Agile and Waterfall, which [he/she/they] leverages to tailor approaches to meet specific client needs.

I am confident that [Consultant's Name] would be a valuable asset to any organization seeking expertise in IT project management. Please feel free to contact me at [Your Phone] or [Your Email] if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]