

Referral for [Candidate's Name]

[Your Name]

[Your Title]

[Your Organization]

[Your Email]

[Your Phone Number]

[Date]

Dear [Hiring Manager's Name],

I am writing to highly recommend [Candidate's Name] for the position of [Job Title] at [Non-Profit Organization Name]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] has proven to be a dedicated and passionate individual.

[Candidate's Name] possesses exceptional skills in [mention relevant skills or experiences], which I believe will greatly benefit your team. [He/She/They] has demonstrated a strong commitment to [specific cause or mission relevant to the non-profit], and I have no doubt that [he/she/they] will bring that same enthusiasm to [Non-Profit Organization Name].

Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information regarding [Candidate's Name]'s qualifications.

Thank you for considering this referral. I am confident that [Candidate's Name] will exceed your expectations.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]