

Referral Request Letter

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a referral for [Client's Name], who is in need of substance abuse counseling. [Client's Name] has been struggling with [briefly describe the substance abuse issue or behavior], and I believe that professional counseling is essential for their recovery.

Given your expertise in this field, I would greatly appreciate your guidance and assistance in providing the necessary counseling services. [Client's Name] is motivated to seek help and is ready to take the next steps towards rebuilding their life.

Please let me know if you require any additional information, or if we can schedule a time to discuss this referral further. I look forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title/Position]