

[Your Name / Firm Name]

[Address]

[City, State, Zip]

[Email]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Firm Name]

[Address]

RE: Project Partner Referral - [Project Name/Location]

Dear [Recipient Name],

I am writing to formally refer [Name of Referred Partner/Individual] of [Referred Partner's Company] for the upcoming [Project Name] environmental engineering initiative. Having collaborated on previous projects involving [Specific Technical Area, e.g., remediation, hydrology, or EIA], I am confident in their ability to deliver exceptional results for this specific scope of work.

For the [Project Name] project, their expertise in [Mention 1-2 Specific Skills] aligns perfectly with the environmental compliance and sustainability goals we aim to achieve. Their track record with [Mention a specific regulation or methodology] will be a significant asset to the project team.

I have attached a brief overview of their previous project contributions and have introduced [Name] via email to facilitate direct communication. I strongly recommend considering them for the role of [Specific Role/Consultant Type].

Please let me know if you require any further information regarding this referral or my professional experience working with their team.

Sincerely,

[Signature]

[Printed Name]

[Title]