

[Your Full Name]  
[Your Professional Title]  
[Your Email Address]  
[Your Phone Number]

[Date]

[Hiring Manager Name]  
[Title, e.g., Head of Operations]  
[Consulting Firm Name]  
[Office Address]

**RE: Referral for [Candidate Full Name] - [Specific Role/Practice Area]**

Dear [Hiring Manager Name],

It is my pleasure to formally recommend [Candidate Name] for the [Job Title] position within the Operations Consulting practice at [Firm Name]. Having worked closely with [Candidate Name] during our tenure at [Previous Company/Project], I can attest to their exceptional ability to drive process efficiencies and deliver sustainable operational improvements.

During our collaboration on [Project Name/Type], I observed [Candidate Name] excel in [Specific Skill, e.g., Supply Chain Optimization/Lean Six Sigma/Digital Transformation]. They possess a unique talent for translating complex data sets into actionable strategies, a core requirement for our team's success. Specifically, their work on [Brief Example of Achievement] resulted in a [Percentage/Metric] increase in performance, demonstrating the analytical rigor and client-facing professionalism that [Firm Name] values.

Beyond their technical expertise, [Candidate Name] exhibits the cultural fit and leadership qualities essential for high-stakes consulting environments. They are a collaborative problem-solver who remains composed under tight deadlines and excels at managing diverse stakeholder expectations.

I am confident that [Candidate Name] would be a high-impact addition to our operations team. I have attached their resume for your review and would be happy to discuss their qualifications further at your convenience.

Best regards,

[Your Signature]

[Your Printed Name]