

**Date:** [Date]

**To:**

[Recipient Name]

[Recipient Title]

[Company Name]

Dear [Recipient Last Name],

I am writing to you today to formally refer [Referred Company/Person Name] as a potential business partner for [Your Company Name]. Having worked closely with them in the capacity of [Nature of Relationship], I believe their expertise in [Core Competency] would be a significant asset to your current initiatives.

During our previous collaborations, [Referred Party] consistently demonstrated exceptional results in [Specific Achievement or Project]. Their approach to [Specific Skill/Industry Focus] aligns perfectly with the standards and goals we strive for in our strategic partnerships.

I have included their contact information and a brief portfolio of their work for your review. I am confident that a conversation between your teams would reveal numerous synergies beneficial to both parties.

Please let me know if you would like me to facilitate a formal introduction or if you require any further information regarding my experience with them.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]