

[Your Name/Firm Name]
[Address]
[Phone Number]
[Email Address]

[Date]

[Recipient Name/Firm Name]
[Address]
[City, State, Zip Code]

RE: Referral for Geotechnical Engineering Services - [Project Name/Address]

Dear [Recipient Name],

I am writing to formally refer the aforementioned project to your firm for geotechnical consultancy. Based on the preliminary project scope involving *[Brief Description of Project, e.g., Multi-story Residential Construction / Retaining Wall Stability Analysis]*, I believe your expertise in *[Specific Area of Expertise]* is well-suited for this site's requirements.

The site is located at *[Specific Location/Parcel Number]* and exhibits *[Brief Mention of Soil Conditions or Topography, e.g., steep slopes / expansive clays]*. The client, *[Client Name]*, requires a comprehensive geotechnical investigation including:

- Subsurface soil exploration and sampling
- Laboratory testing and analysis
- Foundation design recommendations
- *[Additional Requirement, e.g., Seismic risk assessment]*

Enclosed/Attached are the relevant site plans and preliminary architectural sketches for your review. Please contact the client directly at *[Client Phone/Email]* to discuss timelines and provide a formal proposal for services.

I look forward to the possibility of collaborating with you on this project. Please feel free to contact me if you require any further background information.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Professional Title]