

**[Your Full Name]**  
[Your Title/Firm]  
[Email Address] | [Phone Number]  
[LinkedIn Profile URL]

[Date]

**[Recipient Name]**  
[Title]  
[Company Name]  
[Office Address]

RE: Referral for **[Candidate Name]** - **[Job Title/Position]**

Dear [Recipient Name],

It is a pleasure to formally introduce and recommend **[Candidate Name]** for the position of **[Target Role]** at **[Company Name]**. I was recently made aware of this opening via **[Referral Source/Internal Contact]** and immediately identified **[Candidate Name]** as an exceptional fit for your executive team.

Having worked closely with **[Candidate Name]** during **[Time Period/Context of Relationship]**, I have witnessed their unique ability to **[Primary Skill: e.g., navigate complex crisis communications/drive brand equity]**. Specifically, their work on **[Key Project/Achievement]** resulted in **[Quantifiable Result]**, demonstrating the high-level strategic thinking required for this role.

Key strengths **[Candidate Name]** would bring to **[Company Name]** include:

- **[Core Competency 1]:** [Brief description of application].
- **[Core Competency 2]:** [Brief description of application].
- **[Core Competency 3]:** [Brief description of application].

Beyond their technical PR prowess and media relations network, **[Candidate Name]** possesses the leadership maturity and cultural alignment necessary to thrive within your organization. I am confident they will serve as a transformative asset to your communications department.

I have attached **[Candidate Name]**'s CV and portfolio for your review. I would be happy to discuss their qualifications further at your convenience.

Best regards,

[Your Signature]  
**[Your Printed Name]**