

[Your Name / Company Name]

[Your Address]

[City, State, Zip]

[Phone Number]

[Email Address / Website]

[Date]

[Recipient Name]

[Recipient Business Name]

[Recipient Address]

[City, State, Zip]

Subject: Professional Referral: [Client Names]

Dear [Recipient Last Name],

I am writing to formally refer my clients, **[Client Name 1] and [Client Name 2]**, for your professional [Service Type, e.g., Photography/Floral Design] services for their upcoming wedding on [Wedding Date].

After discussing their vision for a [Wedding Theme/Style] celebration at [Venue Name], I immediately thought of your work. Given your expertise in [Specific Skill or Style], I believe your aesthetic and professional approach align perfectly with their expectations.

The couple is currently looking for [Specific Requirement, e.g., full-day coverage/specific floral arrangements]. I have provided them with your portfolio and contact information, and they are very excited to discuss the possibility of working together.

I have attached a brief summary of their wedding details for your convenience. Please let me know if you are available on their date and if you would like me to facilitate an introductory meeting or call.

I look forward to the possibility of collaborating with you to create a memorable event for [Client Names].

Best regards,

[Your Signature]

[Your Printed Name]

[Title/Role]