

[Your Name / Firm Name]

[Your Title]

[Address]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

RE: Referral for Commercial Architectural Services - [Project Name/Location]

Dear [Recipient Name],

It is my pleasure to formally refer [Referral Name/Firm] for your upcoming [Project Type, e.g., Mixed-Use/Retail/Industrial] development. Having collaborated closely with their team on [Previous Project Name], I can attest to their specialized expertise in commercial zoning, sustainable structural design, and large-scale project management.

As a specialist in [Your Area of Expertise], I believe [Referral Name/Firm] offers the specific technical proficiency required to navigate the complexities of [Specific Project Challenge]. Their ability to balance aesthetic innovation with strict adherence to commercial building codes and budgetary constraints is exceptional.

Key strengths include:

- Advanced BIM and 3D modeling integration.
- Strategic site analysis and feasibility studies.
- Proven track record with municipal planning commissions and permitting.

I have attached their professional portfolio for your review. I am confident that their involvement would be a significant asset to the success of [Project Name].

Please feel free to contact me if you require further details regarding our previous professional engagements.

Sincerely,

[Signature]

[Printed Name]

[Professional Credentials/License Number]