

[Your Name / Firm Name]

[Your Professional Title]

[Your Address]

[Your Email / Phone Number]

[Date]

[Recipient Name]

[Recipient Title / Company]

[Recipient Address]

RE: Professional Referral for [Project Name / Client Name]

Dear [Recipient Last Name],

I am writing to formally refer [Client Name] to your services regarding their upcoming [Project Type, e.g., Residential Renovation / Commercial Fit-out] located at [Project Location].

Having consulted on the initial spatial requirements and interior architectural scope, I believe your expertise in [Recipient's Specialization] aligns perfectly with the aesthetic and functional goals of this project. My preliminary findings suggest a need for [Brief Detail, e.g., structural alterations / custom millwork / sustainable material sourcing].

Attached to this letter, you will find the [List Attachments, e.g., initial site survey / concept brief / mood boards] to provide context for our previous discussions. I have briefed the client on your professional background, and they are eager to discuss how your team can move the execution phase forward.

Please let me know if you require any further documentation or a joint briefing session to ensure a seamless transition for the client.

Sincerely,

[Signature]

[Printed Name]

[Credential, e.g., NCIDQ / RIBA / AIA]