

[Your Full Name]
[Your Professional Title/Firm]
[Your Email Address]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company/Firm Name]
[Company Address]

RE: Professional Referral for [Candidate Name] - Lead Project Architect

Dear [Recipient Name],

It is my pleasure to formally recommend [Candidate Name] for the position of Lead Project Architect at [Company Name]. Having worked closely with [Candidate Name] for [Number] years at [Previous Firm/Context], I have witnessed firsthand their exceptional ability to steer complex architectural projects from initial concept through to final occupancy.

During our collaboration on [Specific Project Name], [Candidate Name] demonstrated a sophisticated command of design excellence, technical integration, and team leadership. They possess a rare balance of creative vision and pragmatic execution, ensuring that aesthetic goals are met without compromising budget or structural integrity.

Key strengths [Candidate Name] would bring to your team include:

- Expertise in [Specific Software/Methodology, e.g., BIM/Revit/Sustainable Design].
- Proven track record in managing multidisciplinary consultant teams and navigating rigorous municipal approvals.
- Exceptional client relationship management and communication skills.

I am confident that [Candidate Name]'s leadership style and architectural rigor align perfectly with the high standards of [Company Name]. I recommend them without reservation.

Please feel free to contact me if you require any further information regarding their professional background or portfolio.

Sincerely,

[Your Signature]

[Your Printed Name]