

[ARCHITECTURAL FIRM NAME]

[Street Address]

[City, State, Zip Code]

[Website/Email]

[Date]

[Recipient Name]

[Recipient Title/Firm]

[Street Address]

[City, State, Zip Code]

RE: Professional Referral - [Client Name / Project Title]

Dear [Recipient Name],

I am writing to formally refer [Client Name] to you for [Type of Service, e.g., structural engineering / interior design / General Contracting]. Having collaborated with your team on previous residential projects, I believe your expertise aligns perfectly with the requirements and standards of this upcoming commission.

The project involves [Brief Description of Project, e.g., a modern hillside renovation / a 4,000 sq. ft. custom new build] located in [Project Location]. Our firm has completed the [Current Phase, e.g., schematic design] phase, and we are now seeking a partner who can provide high-level [Service Category] to ensure the project's success.

I have spoken highly of your work to [Client Name], and they are eager to discuss how your services may integrate with our architectural vision. I have attached the preliminary [Project Documents/Site Plans] for your initial review.

Please let me know your current availability for a brief introductory meeting or call to discuss the project scope and timeline in further detail.

I look forward to the possibility of collaborating with you again.

Sincerely,

[Your Name]

[Principal/Title]

[Architectural License Number, if applicable]