

[YOUR FULL NAME]
[YOUR CURRENT JOB TITLE/FIRM]
[ADDRESS, CITY, STATE, ZIP]
[PHONE NUMBER] | [EMAIL ADDRESS]

[Date]

[Recipient Name]
[Title]
[Firm/Agency Name]
[Address, City, State, Zip]

RE: Referral for [Candidate Name] - [Target Position Title]

Dear [Recipient Name],

It is my pleasure to recommend **[Candidate Name]** for the position of [Target Position] at [Recipient Firm]. Having collaborated with [Candidate Name] for [Number] years at [Previous Firm/Project], I have witnessed firsthand their exceptional proficiency in integrating complex urban systems with sustainable architectural design.

During our time working on [Specific Project Name], [Candidate Name] demonstrated a unique ability to navigate [Specific Skill: e.g., zoning regulations, public realm interventions, or master planning]. Their approach to [Specific Aspect: e.g., transit-oriented development or community engagement] consistently resulted in innovative solutions that balanced stakeholder needs with aesthetic excellence.

Beyond their technical mastery of [Software: e.g., Revit, Rhino, or GIS], they possess the leadership qualities and collaborative spirit essential for high-stakes urban design environments. I am confident that their portfolio and professional ethos align perfectly with the visionary work produced by [Recipient Firm].

I highly recommend [Candidate Name] for your team. Please feel free to contact me if you require any further insights into their professional background or specific project contributions.

Sincerely,

[Your Signature]
[Your Printed Name]
[Professional Credentials/License Number]