

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Address or Company Name]

Subject: Referral Inquiry for Home Renovation Services

Dear [Recipient Name],

I am planning to undergo a home renovation project involving [mention specific area, e.g., kitchen remodeling, basement finishing, or a full home renovation].

Knowing your expertise and network in the [local area/industry], I am reaching out to see if you could recommend any reliable and high-quality home renovation specialists or contractors.

I am specifically looking for a professional who:

- Specializes in [specific type of work].
- Is fully licensed and insured.
- Has a reputation for completing projects on time and within budget.
- [Optional: Mention any other specific requirement].

If you have worked with someone recently or know of a firm that fits this description, I would greatly appreciate it if you could share their contact information with me.

Thank you for your time and assistance.

Best regards,

[Your Signature]

[Your Printed Name]