

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

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Address]
[City, State, Zip Code]

Subject: Referral Request for Out-of-State Moving Services

Dear [Recipient Name],

I hope this letter finds you well.

Our company is currently preparing for an out-of-state corporate relocation. Given your extensive experience in the industry, I am reaching out to ask if you could recommend any reliable moving companies that specialize in long-distance corporate moves.

We are specifically looking for a provider that can handle [mention specific needs, e.g., office equipment, sensitive data, or employee household goods] with a strong track record for punctuality and professional handling.

If you have worked with a company that you trust, I would greatly appreciate it if you could share their contact information or introduce us.

Thank you for your time and assistance. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]