

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

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]

Subject: Referral Request regarding [Project Name/Location]

Dear [Recipient Name],

I am writing to you regarding the upcoming development located at [Project Address/Location]. As we prepare for the [Current Phase, e.g., planning/construction] stage, we are looking to partner with high-quality service providers and contractors.

Given your extensive experience and network in the [Industry Name] sector, I would greatly appreciate any referrals you could provide for reliable [Type of Service Needed, e.g., electrical contractors, architects, or consultants].

We are specifically looking for partners who have experience with [Specific Project Requirement, e.g., sustainable building or high-rise residential units]. If there is anyone you have worked with recently who fits this description, please feel free to share their contact information or introduce us via email.

Thank you for your time and for any assistance you can provide in helping us build a strong team for this project. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]