

[Your Name]  
[Your Title/Organization]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name]  
[Recipient Title/Organization]  
[Address]

Subject: Referral for [Expert's Name] - [Area of Expertise]

Dear [Recipient Name],

I am writing to formally recommend [Expert's Name] as a local community expert in the field of [Specific Field, e.g., Urban Planning, Local History, Sustainable Farming].

Having worked with [Expert's Name] on [Project Name or Context], I have seen firsthand their deep understanding of our community's unique needs and history. Their expertise in [Specific Skill or Knowledge Area] has been instrumental in [mention a specific achievement or contribution].

I believe [Expert's Name] would be an invaluable resource for your upcoming [Project/Initiative/Event]. Their ability to bridge the gap between technical knowledge and local application is exceptional.

Please feel free to contact me if you require any further information regarding their qualifications or past community involvement.

Sincerely,

[Your Signature]

[Your Printed Name]