

[Date]

[Recipient Name]

[Recipient Title/Organization]

[Street Address]

[City, State, Zip Code]

Subject: Referral for Veteran Services - [Veteran's Full Name]

Dear [Recipient Name],

I am writing to formally refer [Veteran's Full Name] to your organization for assistance regarding [Specific Service Needed, e.g., housing, employment, healthcare, or mental health support].

The individual's contact information is as follows:

- **Phone:** [Veteran's Phone Number]
- **Email:** [Veteran's Email Address]
- **Branch of Service:** [Branch, e.g., Army, Navy, etc.]

Through our outreach efforts at [Your Organization Name], we have identified that [Veteran's Last Name] would benefit significantly from the specialized resources your program provides. Specifically, they are currently seeking help with [Brief Description of Situation].

We have obtained the veteran's consent to share this information and to initiate this referral. Please let us know if there are specific intake forms or additional documentation required to move forward with their case.

Thank you for your dedication to serving those who have served our country. We look forward to collaborating with you to support this veteran.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Organization Name]

[Your Phone Number]