

[Date]

[Recipient Name]

[Recipient Job Title]

[Partner Organization Name]

[Address Line 1]

[City, State, Zip Code]

RE: Joint Outreach Referral - [Client Name]

Dear [Recipient Name],

I am writing to formally refer [Client Name] to your organization as part of our ongoing joint outreach partnership. Our organizations share a commitment to supporting members of our community, and I believe your services in [Service Category, e.g., housing, job placement] would greatly benefit this individual.

Client Contact Information:

- **Name:** [Client Name]
- **Phone:** [Client Phone Number]
- **Email:** [Client Email Address]

Reason for Referral:

[Briefly describe the client's current situation and why they are being referred to the partner organization].

Services Provided by Our Organization:

[Briefly list what your organization is already doing for the client to ensure coordination].

The client has signed the necessary consent forms to allow for the exchange of information between our organizations for the purpose of coordinating care and services.

Please let me know if you require any additional documentation or if there is a specific intake process the client needs to follow. I look forward to our continued collaboration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization Name]

[Your Phone Number]

[Your Email Address]