

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

[Date]

[Recipient Name]
[Recipient Title]
[Corporate Entity Name]
[Address]

Subject: Referral for [Local Business Name] - National Expansion Opportunity

Dear [Recipient Name],

I am writing to formally recommend [Local Business Name], a standout provider in the [Industry] sector, for consideration as a national partner for [Corporate Entity Name].

Having worked closely with [Local Business Name] in the [City/Region] market, I have witnessed their exceptional ability to deliver [specific product/service] with a level of quality and efficiency that surpasses industry standards. They have successfully scaled their local operations while maintaining rigorous quality control and a customer-centric approach.

Key achievements during their local tenure include:

- [Achievement 1: e.g., 99% client satisfaction rate]
- [Achievement 2: e.g., Successful management of high-volume accounts]
- [Achievement 3: e.g., Innovative implementation of specific technology/process]

As [Corporate Entity Name] continues to grow, I believe [Local Business Name] possesses the operational maturity and leadership necessary to transition from a regional leader to a national asset. Their infrastructure is well-positioned to support the demands of a corporate expansion.

I highly recommend that you meet with [Owner/CEO Name] to discuss how their proven local model can be integrated into your national strategy. I have copied them on this correspondence to facilitate an introduction.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]