

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

[Date]

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

Subject: Referral for [Prospective Client Name] - Matrimony Services

Dear [Recipient Name],

I am writing to formally refer [Prospective Client Name] to your professional network. They are currently planning their upcoming wedding and are in need of the high-quality services you provide.

As we are both members of the [Network Name/Industry Group], I am confident that your expertise in [Recipient's Specialty, e.g., Photography, Catering, Planning] would be a perfect match for their specific needs, which include [Briefly mention specific requirement].

I have provided [Prospective Client Name] with your contact information, and they are expecting to hear from you. Alternatively, you may reach them directly at [Client Phone Number] or [Client Email Address].

I trust you will provide them with the excellent service our network is known for. Please let me know if you require any further information regarding this referral.

Best regards,

[Your Signature]

[Your Printed Name]