

[Your Name]  
[Your Title]  
[Your Company Name]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]

Subject: Referral for Office Relocation Services - [Client Company Name]

Dear [Recipient Name],

I am writing to formally refer [Client Contact Name], [Title] at [Client Company Name], to you for your office relocation and moving services.

[Client Company Name] is planning to relocate their corporate headquarters from [Current Location] to [New Location] on approximately [Target Date]. Given your firm's reputation for handling large-scale corporate moves with efficiency and minimal downtime, I believe you are the ideal partner for this project.

I have cc'd [Client Contact Name] on this email so that you may connect directly to discuss their specific requirements, including [mention any specific needs like IT infrastructure, heavy machinery, or furniture assembly].

I am confident that your team will provide the same high level of service that we have come to expect. Thank you for taking care of this referral.

Sincerely,

[Your Signature]

[Your Phone Number]  
[Your Email Address]