Dear Grant,

Your former employer told me that you were out of work and is at present looking for a new one. I happen to know some job vacancies in town and there is one which I would like to refer to you since the qualifications needed perfectly match yours.

I will not make this reference if I am not sure that you will do well in it. But since I know you very well I already know what your capabilities are as well as the work preference that you have, hence, this letter. I do not mean to impose anything on you, as that would be rude and appropriate. Please feel free to do as you please.

Should there be anything that I can do to help you concerning the work I am referring to you, please give me a call anytime. I would gladly accept any inquiries from you. Good luck!

Sincerely,

Bert