**Sample Employment Referral Letter**

09345678993  
moris.brown@hmail.com

27-April-2010

Mr. William James  
Human Resource Manager,  
World wide company,

National park Street,

Denver.

Dear Mr. James,

I am a colleague of Danice Browning. She has advised me to forward to you my resume. I know Danice Browning through the esteemed company G.E. Services. She was my ex colleague. We have worked in the customer service department.

As I am interested in relocating to Denver sometime in the near future, I would sincerely appreciate you to give me any recommendations in regards to job search. I am looking out for a job for the position of a customer service lead. I would appreciate it if you could kindly find time to help me get a job.

I have attached a copy of my resume, with my working experience skills.

I sincerely thank you for your consideration. I soon hope to hear from you.

Sincerely,

Mrs. Moris Brown.