[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: YOUR REFERRAL**

Dear [CONTACT NAME],

I have been absent from the office for a few days, and I did not read your letter dated [DATE] until today.

While I am sure the person you wrote to me about wouldn't warrant the recommendation you gave unless [HE/SHE] is truly exceptional, I believe it would be unfair to [HIM/HER] to set up an interview at this time.

We have just had to lay off [NUMBER] employees, and I, therefore, cannot justify hiring someone new at this time. We anticipate that business should improve over the next six months, but for now, the time is not right.

I am sorry to disappoint you. Under the right circumstances, we are always looking for bright young people with potential. I will retain this person's contact information for further reference.

Thank you for thinking of us.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]