

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to ask for your support in my job search. I am currently applying for the [Position Title] at [Company Name] and would greatly appreciate it if you could refer me for this position.

With my background in [Your Industry/Field] and experience in [briefly mention relevant experience or skills], I believe I would be a great fit for the team. I've always admired [Company Name] for [mention something specific about the company or its values], and I am excited about the opportunity to contribute.

If you feel comfortable doing so, I would be grateful if you could pass along my resume or introduce me to the hiring manager. Thank you very much for considering my request. I truly appreciate any help you can provide.

Warm regards,

[Your Name]

[Your LinkedIn Profile] (if applicable)

[Your Contact Information]