

Subject: Referral Request for [Job Title]

Dear [Colleague's Name],

I hope this message finds you well. I am reaching out to ask for your assistance in my search for a new opportunity. I am currently applying for the [Job Title] position at [Company Name] and I believe your referral could make a significant difference.

As you know, my experience in [Your Relevant Experience/Skills] aligns well with the qualifications for this role. I would greatly appreciate it if you could refer me to the hiring team or provide me with any insights that could help my application stand out.

Thank you so much for considering my request. I am looking forward to your positive response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]