

# Job Referral Letter

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to you because I learned about an open position at [Company Name] for the role of [Job Title]. I believe that my background in [Your Industry/Field] and my experience with [Specific Skills or Experiences] make me a good fit for this opportunity.

[Optional: Mention your connection to the recipient, such as how you know them or why you respect their opinion.]

If you are able to refer me for this position, I would greatly appreciate it. I have attached my resume for your reference.

Thank you for considering my request, and I hope to hear from you soon.

Best regards,

[Your Name]

[Your Contact Information]