

Referral Inquiry for Employment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to inquire about potential job openings at [Company's Name]. I am currently seeking new employment opportunities and would like to explore the possibility of joining your team.

[Optional: Briefly describe your qualifications, skills, and relevant experience. Mention any mutual connections or references.]

If you could refer me to any current openings or connect me with someone in the hiring department, I would greatly appreciate it. Thank you for considering my request; I look forward to hearing from you soon.

Best regards,

[Your Name]