

Referral Request

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to ask for your assistance with my job application for the [Job Title] position at [Company Name]. Given your experience and network, I believe you could provide valuable support.

Having worked in [Your Industry/Field] for [Number of Years] years, I am excited about the opportunity to contribute to [Company Name]. If you feel comfortable, I would greatly appreciate it if you could refer me for this position. I have attached my resume for your reference.

Thank you very much for considering my request. I truly appreciate any help you can provide. Please let me know if there's anything I can do to make this easier for you.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]