

Subject: Request for Professional Referral

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to seek your assistance in connecting me with professional opportunities within your network. As I prepare to explore new career paths, I believe that a referral from someone as respected as you would greatly enhance my chances.

Having worked alongside you at [Company/Organization] as [Your Position], I have gained valuable skills in [mention relevant skills or experiences]. I am particularly interested in opportunities in [specific field or industry] and would be grateful if you could refer me to any contacts you may know who are currently hiring.

Thank you for considering my request. I truly appreciate your support and guidance as I navigate this next chapter in my career. If you would like to discuss this further, I would be happy to chat at your convenience.

Warm regards,

[Your Name]