

Subject: Referral Request for Virtual Assistant Opportunities

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your assistance in referring me for any virtual assistant opportunities that may be available within your network.

With my experience in [briefly mention your skills or relevant experience], I believe I could be a valuable asset to any team. I am particularly skilled in [list specific tools or processes relevant to virtual assistance], and I am committed to delivering high-quality work to support clients effectively.

If you know of any individuals or organizations looking for a virtual assistant, I would greatly appreciate it if you could pass along my information or even just mention me. I am available for any further discussion and would love the chance to connect with potential leads.

Thank you very much for considering my request. I truly appreciate your help and support.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile or Website, if applicable]