

Referral Request

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my gratitude for the wonderful experience I had while working with you at [Company/Organization Name]. Your professionalism and expertise truly made a positive impact on my project.

Given our successful collaboration and the positive outcomes we achieved, I would like to kindly ask for a referral. As I look to expand my network and explore new opportunities, a recommendation from you would be invaluable.

Thank you once again for your support and guidance. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]