

Referral Request for Seasonal Job

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company 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 my search for a seasonal job opportunity this upcoming [season, e.g., summer]. I greatly admire the work being done at [Company Name] and would love the chance to contribute my skills and enthusiasm to your team.

If you know of any open positions or if you could refer me to someone within the company, I would sincerely appreciate it. My background includes [briefly mention relevant experience or skills], and I believe I can bring value to your organization during the busy season.

Thank you for considering my request. I am looking forward to any guidance you can provide and am happy to discuss my application further at your convenience.

Best regards,

[Your Name]