

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your assistance in referring me for the HR position at [Company Name] that was recently posted. Given your experience and insights within the field, I believe your referral could significantly enhance my application.

I have attached my resume for your review. My background in [mention relevant experience or skills] aligns well with the requirements of the position, and I am truly excited about the possibility of contributing to [Company Name].

Thank you for considering my request. I appreciate any help you can provide.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]