

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your assistance with a referral for a Project Management position at [Company Name]. As you know, I have [briefly describe your relevant experience or skills], and I believe that this role aligns perfectly with my career goals.

If you have any insights about the company or the hiring process, I would greatly appreciate your guidance. Additionally, if you feel comfortable, a referral would mean a great deal to me and could significantly enhance my chances of securing an interview.

Thank you for considering my request. I really value your support and look forward to hearing from you soon.

Best regards,

[Your Name]

[Your LinkedIn Profile or Contact Information]