

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to you today to seek your assistance with a job application for [Job Title] at [Company Name]. I learned about this opportunity through our mutual connection, [Mutual Connection's Name], who spoke highly of the team and the work being done at the company.

As you may know, I have a background in [Your Field/Profession] with a focus on [Your Area of Expertise]. I believe my skills in [Specific Skills or Experiences Relevant to the Job] would make me a valuable addition to the team at [Company Name]. [Mutual Connection's Name] mentioned that you might be able to provide a referral or insight into the application process, and I would greatly appreciate your support.

Thank you very much for considering my request. I would love to connect and discuss any insights you might have regarding the position or the company culture. Please let me know if you would be open to a brief chat.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]