

Subject: Job Referral Inquiry

Dear [Colleague's Name],

I hope this message finds you well. I am reaching out to inquire if you might be willing to refer me for the [Job Title] position at [Company Name]. Having worked together at [Previous Company/Project] has given me insight into the team's culture and objectives, and I believe my skills in [Specific Skills or Experience] would make a positive contribution.

If you feel comfortable, I would greatly appreciate it if you could share this with your hiring manager or recruiter. I am happy to provide my resume or any additional information that could assist in the referral process.

Thank you for considering my request. I really appreciate your support!

Best regards,

[Your Name]

[Your Job Title/Position]

[Your Contact Information]