

Sender's Name

Sender's Address

City, State, Zip Code

Email Address

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. My name is [Your Name], and I am a fellow alumnus/alumna of [University Name], class of [Year]. I am reaching out to request your assistance with a referral for a position I am interested in at [Company Name].

During my time at [University Name], I developed skills in [briefly describe relevant skills or experiences], and I believe that I would be a great fit for the [Job Title] position.

If you feel comfortable, I would greatly appreciate your support in referring me for this opportunity. Please let me know if you would like more information about my background or the role.

Thank you for considering my request. I look forward to the possibility of reconnecting.

Warm regards,

[Your Name]

[Your LinkedIn Profile or Contact Information]