

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Referral Request for Mechanical Engineering Opportunities

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Current Position, e.g., recent graduate, mechanical engineer with X years of experience] specializing in [specific skills or areas of expertise]. I am reaching out to inquire if you would be willing to refer me for any mechanical engineering career opportunities at [Company Name].

Having followed [Company Name]'s accomplishments in the industry, I am very impressed by [mention any specific project or value the company has]. I believe my background in [mention your relevant experience or education] aligns well with the values and objectives of your team.

If you would like, I can send you my resume and any additional information that might assist in making a referral. Additionally, I would be grateful for any advice or insights you have regarding potential opportunities within the company.

Thank you for considering my request. I greatly appreciate your help and support, and I hope to hear from you soon.

Best regards,

[Your Name]