

Referral Recommendation Request

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide me with a referral recommendation for [specific opportunity or position] at [Company Name]. I believe your insights and experiences would provide valuable context to my application.

During our time working together at [where you worked together], I had the pleasure of learning from you and showcasing my skills in [mention relevant skills or projects]. I feel that your perspective on my work ethic and capabilities would greatly enhance my candidacy.

If you agree, I would be happy to provide any necessary details or a copy of my resume to assist you in writing the recommendation. Thank you very much for considering my request. I truly appreciate your support!

Best regards,

[Your Name]

[Your Contact Information]