Template - Requesting a Referral/Reaching Out to a Contact

Subject: Request for Referral for [Job Title] Position at [Company's Name] - [Your Name]

Dear [Referrer's Name],

I hope this message finds you well. I am reaching out to you to seek your assistance with a referral for a position I am very interested in at [Company's Name].

I recently came across the [Job Title] position listed on [where you found the job posting, e.g., the company's website, LinkedIn], and I am excited about the opportunity to bring my background in [your relevant field or experience] to [Company's Name]. Given your connection with the company, I was wondering if you would be willing to refer me for this role.

I am confident that my skills and experiences would allow me to contribute effectively to [Company's Name], and I would greatly appreciate your support in referring me for this opportunity.

Thank you very much for considering my request. Please let me know if you need any additional information from me. I am more than happy to provide any details that would help in this process.

Best regards,

[Your Full Name]

[Your Contact Information]

[Your LinkedIn Profile, if applicable]