

Professional Job Referral Request

Subject: Request for Professional Referral - [Position Title] at [Company Name]

Dear [Name],

I hope this email finds you well. I am reaching out to you because of our positive working relationship during my time at [Previous Company/Project]. I have great respect for your professional judgment and expertise in [relevant field/industry].

I am currently pursuing a [position title] role at [company name], and I believe my experience in [relevant skills/experience] makes me a strong candidate. Given your familiarity with my work ethic, technical abilities, and collaborative approach, I would be honored if you would consider providing a professional referral for this opportunity.

The position involves [brief description of role], which aligns perfectly with the projects we worked on together, particularly [specific example]. I believe your perspective on my [specific skills/qualities] would carry significant weight with the hiring team.

I have attached my resume and the job description for your reference. If you feel comfortable providing a referral, I can provide you with any additional information you might need. I completely understand if you are unable to provide a referral at this time.

Thank you for considering my request, and regardless of your decision, I appreciate all the guidance and mentorship you have provided over the years.

Best regards,

[Your Name]

[Your Contact Information]

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