

Business Client Referral Request

Subject: Request for Professional Referral

Dear [Client Name],

I hope this message finds you well and that [their business/project] continues to thrive.

I am reaching out because I greatly valued our professional relationship during [project/service period]. Your feedback about my work on [specific project/service] was incredibly meaningful, and I believe it speaks to the quality and dedication I bring to every professional engagement.

I am currently seeking new opportunities in [industry/field], and I would be honored if you would consider providing a professional reference or referral. Your perspective as a client who has directly experienced my work would carry tremendous weight with potential employers or clients.

Specifically, I am exploring opportunities that involve [type of work/industry], where my experience in [relevant skills demonstrated for this client] would be highly relevant. The work we accomplished together, particularly [specific achievement/result], demonstrates exactly the kind of impact I strive to create.

If you feel comfortable providing a referral, I can provide you with specific details about opportunities as they arise, or you could provide a general reference that I could use across multiple applications. I completely understand if this request doesn't align with your current capacity or policies.

Thank you for the excellent working relationship we've had, and I appreciate your consideration of this request.

Warm regards,

[Your Name]

[Your Title/Business]

[Contact Information]

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