

Referral-Based Professional Inquiry

Subject: Following Up on [Referrer Name]'s Recommendation

Dear [Hiring Manager Name],

[Referrer Name] suggested I reach out to you regarding potential opportunities at [Company Name].

Having worked closely with [Referrer Name] at [Previous Company], they felt my background in [relevant field] would be a strong fit for your team's objectives.

My experience includes [specific relevant experience], and I share [Company Name]'s commitment to [company value/mission]. [Referrer Name] mentioned that you're always interested in meeting talented professionals, even when specific positions aren't immediately available.

I would greatly appreciate the opportunity to learn more about your team's current challenges and future plans. Perhaps we could arrange a brief informational meeting to discuss how my background might align with your needs, either now or in the future.

Thank you for your time, and please give my regards to [Referrer Name].

Sincerely,

[Your Name]

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