

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Referral's Name]
[Referral's Position/Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Referral's Name],

I hope this message finds you well. I am writing to kindly ask for your assistance with a job referral for an engineering position at [Company Name]. Given your experience in [specific field or role], I believe you have valuable insights that could help me in my application.

I have enclosed my resume for your review. My background includes [briefly mention relevant experience, skills, or projects], which I feel aligns well with the team at [Company Name].

I would greatly appreciate any support you could provide and am happy to discuss this further at your convenience.

Thank you for considering my request. I genuinely appreciate your help!

Best regards,

[Your Name]

[LinkedIn Profile or Portfolio Link if applicable]