

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to ask for your support in my job search as I am very interested in a position at [Company Name] for the role of [Job Title]. Given your experience and connections within the company, I would greatly appreciate any assistance you could provide in referring me for this opportunity.

As you know, I have [briefly describe your qualifications, relevant experience, and skills that align with the job]. I believe that my background in [specific areas] would allow me to contribute positively to [specific goal or project at the company].

I have always admired [Company Name] for [mention something specific about the company, its culture, or projects], and I am excited about the prospect of working alongside talented professionals like yourself. A referral from you would greatly enhance my chances of standing out among applicants.

Thank you for considering my request. I am happy to provide any additional information or answer any questions you may have regarding my application. I truly appreciate your time and support.

Warm regards,
[Your Name]