

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

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up on my previous request for a referral for [specific position or opportunity] at [Company/Organization Name]. I understand you have a busy schedule, and I greatly appreciate your consideration.

As a reminder, I believe that my background in [your field/industry] and my experience with [relevant experience] make me a strong candidate for this role. I would be truly grateful if you could assist me in making the connection or provide a referral.

Thank you once again for your time and support. Please let me know if there is any additional information you may need from my side. I look forward to hearing from you soon.

Warm regards,
[Your Name]