

WORKLINKER

# REQUEST FOR REFERRALS



## Example 1: General Request for Referral

**Subject:** Seeking Your Support for a Professional Referral

Dear **[Recipient's Name]**,

I hope this email finds you well. As you know, I am currently exploring new opportunities in **[Industry/Field]**. Your extensive network and experience in this area make you an invaluable resource.

Would you be willing to refer me to any contacts you have in **[Industry/Field]** who may be looking for someone with my skill set?

Thank you for considering my request. I truly appreciate your support.

Best regards,

**[Your Name]**



## Example 2: Request for Referral to a Specific Company

**Subject:** Referral Request for Opportunities at [Company Name]

Dear [Recipient's Name],

I hope all is well. I recently came across an opening at [Company Name] that aligns perfectly with my career goals and expertise. Knowing your connection to [Company Name], I was wondering if you could refer me for the [Job Title] position.

Your endorsement would mean a lot to me and significantly boost my chances.

Thank you for your time and consideration.

Sincerely,

[Your Name]

### Example 3: Request for Referral After Job Loss

**Subject:** Request for Referral Following Recent Layoff

Dear **[Recipient's Name]**,

I hope you're doing well. As you may know, I was recently laid off from **[Previous Company]** due to **[Reason]**. I am now actively seeking new opportunities and would greatly appreciate any referrals you could provide within your network.

Your support during this challenging time would be invaluable to me.

Best wishes,

**[Your Name]**



#### Example 4: Request for Referral from a Former Colleague

**Subject:** A Favor to Ask: Referral for **[Job Title]** Position

Dear **[Recipient's Name]**,

I hope you're doing well. I am reaching out because I am interested in the **[Job Title]** position at **[Company Name]**.

Given our successful collaboration at **[Previous Company]**, I was hoping you could vouch for my skills and work ethic.

Would you be comfortable providing a referral for me?

Thank you for considering my request.

Best regards,

**[Your Name]**

## Example 5: Request for Referral from a Mentor

**Subject:** Seeking Your Guidance and Referral for [Industry/Field]

Dear [Recipient's Name],

I hope this message finds you well. As someone who has greatly influenced my professional development, I value your opinion and guidance.

I am currently exploring new avenues in [Industry/Field] and would be honored if you could refer me to any contacts you may have in this sector.

Thank you for your continued support and mentorship.

Sincerely,

[Your Name]