

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Company Address]

Subject: Referral from [Name of Mutual Connection] regarding [Specific Department or Role]

Dear [Recipient Name],

I am writing to you at the suggestion of [Mutual Connection Name], who mentioned that my background in [Your Professional Field] might be a strong fit for your team at [Company Name].

I have followed [Company Name] for some time and have been impressed by your recent work on [Mention a specific project or achievement]. With over [Number] years of experience in [Your Industry], I have developed expertise in [Key Skill 1], [Key Skill 2], and [Key Skill 3]. In my previous role at [Previous Company], I successfully [Mention a major accomplishment with a metric].

I am very interested in learning more about how my skills could support your current objectives. Even if you are not currently hiring for a specific role, I would value the opportunity to introduce myself and learn more about your department's future needs.

I have attached my resume for your review. Would you be available for a brief 15-minute introductory call or coffee sometime next week? I am happy to work around your schedule.

Thank you for your time and for considering this inquiry.

Sincerely,

[Your Signature]

[Your Printed Name]