TEMPLATE: REFERRAL EMAIL

Email Subject Line: [Open Role] Opportunity — Referred to You by [Contact’s Name]

Hi [First Name],

[Contact’s Name] gave me your email address — we [How you know the contact]. They speak very highly of you and your [Experience/Expertise].

I work for [Company’s Name], and we seek a [Job Title]. [Contact’s Name] recommended you for the job and I think you’d be a great fit.

I’d love to learn more about you and tell you about the role. Are you free for a quick phone call [Date/Time]?

I hope you and your loved ones are safe and healthy and I look forward to connecting.

Best,

[Your Name]

[Your Email Signature]