Sample Referral Email Text

(delete this heading)

Dear Ms./Mr./Dr. [Last Name],

In a recent conversation with [connection/mutual acquaintance] regarding my career development, she/he/they told me you are [something nice]. She/He/They suggested I contact you to schedule a meeting as she/he/they felt you would be able to furnish me with valuable advice and information.

Please understand that I do not expect you to have a position or be aware of any openings at this time.

[Share your relevant \*mini biography\* here. No more than 3-4 sentences.]

I would like to meet with you to discuss [meeting topic(s)].

If you are willing and able to meet, please let me know the best day and time that works for you and your preferred meeting format (e.g., phone, Zoom). I know your time is valuable, and I promise to be brief.

Many thanks,

[Signature panel]