

[Your Name]
[Your Portfolio URL/LinkedIn]
[Your Email]
[Your Phone Number]

[Date]

[Contact Person Name]
[Company Name]
[Company Address]

Dear [Contact Person Name],

I am writing to you because I have long admired the work produced by [Company Name], specifically your recent [Specific Project or Campaign Name]. I am currently looking to transition into a new role as a Graphic Designer and was wondering if you might be open to referring me for the [Specific Job Title] position currently open at your firm.

I believe my background in [Your Specialization, e.g., Brand Identity/UI Design] aligns well with your team's aesthetic. I previously [Briefly mention a key achievement or relevant experience], which helped me develop a strong proficiency in [List 2-3 Core Skills, e.g., Typography, Adobe Creative Suite, Motion Graphics].

I have attached my resume and a link to my portfolio for your review. If you feel my work meets the standards of [Company Name], I would greatly appreciate a referral through your internal system. I am also happy to hop on a brief call or meet for coffee if you would like to discuss my qualifications further before doing so.

Thank you for your time and for considering my request. I look forward to hearing from you.

Best regards,

[Your Name]