

Networking and Referral Message Kit

Make a respectful, specific request and give the other person room to decline.

Choose a real reason to write

Use a genuine shared context only when one exists. Name one specific topic or role. Keep the request small and optional. Respect silence and declines. These are personal drafts, not bulk outreach or automated messages.

Reconnect

Hi [Name], we worked together on [actual context]. I appreciated [specific memory]. I am now exploring [direction] and would enjoy hearing how your work has developed. Would you be open to a brief catch-up? No problem if your schedule is full. [Name]

Request an informational conversation

Hi [Name], I found your [public work or role] while learning about [topic]. I am exploring [direction] and would value your perspective on [specific question]. Would you consider a short conversation at a convenient time? I understand if you are unavailable. [Name]

Request a referral

Hi [Name], I saw [role and verified URL] at [company]. My experience in [capability], supported by [brief evidence], appears relevant to [requirement]. If you feel comfortable after reviewing my background, would you consider a referral? Please feel free to decline if you cannot assess the fit. [Name]

Follow up

Hi [Name], a brief follow-up on my note about [specific topic]. If this is not a good time, I understand. Thank you for considering it. [Name]

Send thoughtfully after a reasonable interval, without escalating pressure or repeating indefinitely.

Thank a contact

Hi [Name], thank you for sharing your perspective on [topic]. Your suggestion to [specific action] helped me decide to [your next step]. I appreciate your time and will respect any boundaries you mentioned. [Name]

Use the resource: <https://mytopmatch.com/free-career-tools/networking-referral-messages>

Additional guidance: Ivy League Coaching