

Freelance/Contract Work Referral Email Template

Subject: Freelance Opportunity Referral - [Your Name]

Hi [Contact Name],

[Referrer's Name] mentioned that you might be looking for freelance help with [specific project/area].

They thought my skills in [relevant expertise] would be a great fit for what you need.

I've been freelancing in [area] for [time period] and have worked with clients like [1-2 relevant client types or names if appropriate]. Recently, I helped [brief example of similar work] which resulted in [positive outcome]. [Referrer's Name] was familiar with my work through [context] and suggested I reach out directly.

I specialize in [specific services] and typically work with clients who need [type of support you provide]. My approach is [brief description of your working style/methodology], and I pride myself on [key strength - meeting deadlines, clear communication, quality work].

If you're interested, I'd be happy to discuss your project needs and provide some examples of similar work I've done. I can also put together a quick proposal outlining how I'd approach your specific situation.

Looking forward to potentially working together!

[Your Name]

[Your Website/Portfolio]

[Your Contact Information]

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