

[Your Name]  
[Your Phone Number]  
[Your Email]  
[Your LinkedIn Profile]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

**Re: Application for [Job Title] - Referred by [Former Colleague's Name]**

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. I was recently speaking with [Former Colleague's Name], who currently works as a [Colleague's Title] on your team, regarding the current opening. Having worked closely with [Colleague's Name] for [Number] years at [Former Company Name], they suggested that my background in [Key Skill/Industry] would be an excellent fit for your department's goals.

During our time at [Former Company Name], [Colleague's Name] and I collaborated on [Project Name or Department Goal]. My primary contribution involved [Briefly Describe Responsibility], which resulted in [Specific Achievement or Metric]. This experience provided me with a deep understanding of [Relevant Software/Methodology], which I understand is a core component of the operations at [Company Name].

I have long admired [Company Name] for its [Mention a specific company value or recent project]. My professional background in [Professional Area] has prepared me to contribute immediately to your team's success, particularly in regards to [Mention a specific requirement from the job description].

I have attached my resume for your review and would welcome the opportunity to discuss how my previous collaboration with [Colleague's Name] and my independent expertise can benefit [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]