

# [Your Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]

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[Date]

[Hiring Executive Name]

[Executive Title]

[Company Name]

[Company Address]

**RE: Referral from [Referring Person's Name] regarding [Target Position Title]**

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

I am writing to you at the suggestion of **[Referring Person's Name]**, who mentioned that **[Company Name]** is currently seeking a strategic leader to oversee **[Core Business Function]**. Having followed your organization's recent move into **[Specific Market/Initiative]**, I am eager to discuss how my experience in **[High-Level Skill 1]** and **[High-Level Skill 2]** aligns with your strategic objectives.

Throughout my career as a **[Current/Previous Executive Title]**, I have focused on driving enterprise value through **[Specific Strategy]**. Most recently at **[Previous Company]**, I delivered:

- **[Key Achievement 1]:** [Quantifiable Result/Revenue Growth/Cost Saving]
- **[Key Achievement 2]:** [Change Management/Strategic Pivot/Leadership Impact]
- **[Key Achievement 3]:** [Innovation/Market Expansion/Operational Excellence]

My approach to leadership centers on **[Brief Leadership Philosophy]**, which I believe is essential for navigating the complexities currently facing the **[Industry Name]** sector. I am particularly impressed by **[Company Name]**'s commitment to **[Specific Company Value or Recent Success]** and would welcome the opportunity to discuss how I can contribute to your continued growth.

Thank you for your time and for the consideration prompted by **[Referring Person's Name]**. I look forward to the possibility of a formal conversation.

Sincerely,

[Your Full Name]