

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name or "Talent Acquisition Team"]
[Company Name]
[Company Address]

Re: Referral for [Job Title] - [Job Requisition ID, if applicable]

Dear [Hiring Manager Name],

I am writing to formally express my interest in the [Job Title] position at [Company Name]. I was encouraged to reach out to you by **[Referrer's Name]**, who currently serves as [Referrer's Job Title] within your [Department Name] department. [Referrer's Name] spoke highly of the team's culture and the strategic initiatives currently being driven by the sourcing and procurement division.

With a background in [Your Professional Background/Industry], I have spent the last [Number] years honing my expertise in [Key Skill 1] and [Key Skill 2]. In my most recent role at [Previous Company], I successfully [mention a quantifiable achievement, e.g., reduced vendor spend by X% or streamlined a global supply chain process]. I believe my experience in [Specific Sourcing Niche] aligns perfectly with [Company Name]'s current goals regarding [mention a company goal or project].

I have long admired [Company Name] for its commitment to [mention a company value or recent news]. My professional network and data-driven approach to vendor management would allow me to contribute immediately to your team's efficiency and bottom line.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my qualifications can support the continued growth of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]