

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]

Dear [Recipient Name],

I am reaching out to you at the suggestion of [Referral Name], who mentioned that your team might be looking to enhance your strategic sourcing and supply chain efficiencies. Having followed [Company Name]'s recent initiatives in [Industry/Market Area], I was eager to connect and share my background in procurement optimization.

With [Number] years of experience as a Procurement Specialist, I have developed a track record of driving cost savings and building resilient supplier relationships. Some of my key achievements include:

- Negotiated vendor contracts resulting in a [Percentage]% reduction in annual spend for [Category].
- Implemented a new [SRM or ERP Tool] system that improved order accuracy by [Percentage]%.
- Streamlined procurement workflows to reduce lead times from [Timeframe] to [Timeframe].

I am particularly impressed by [Specific Company Project or Value] and believe my expertise in [Specific Skill, e.g., Global Sourcing or Contract Management] would align well with your organizational goals.

I have attached my resume for your review and would welcome the opportunity to discuss how my experience can contribute to the continued success of your procurement department. Thank you for your time and for the introduction via [Referral Name].

Sincerely,

[Your Signature]

[Your Printed Name]