

**[Your Full Name]**  
[Your Phone Number]  
[Your Email Address]  
[LinkedIn Profile URL]  
[City, State/Province]

[Date]

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

Dear [Recipient Name],

I am writing to you at the suggestion of **[Referral Name]**, who mentioned your leadership within the [Specific Department, e.g., Global Procurement or Logistics] team at [Company Name]. [Referral Name] spoke highly of your current initiatives in [mention a specific company project or industry trend], and suggested that my background in supply chain optimization might align with your organizational goals.

With [Number] years of experience in the end-to-end supply chain sector, I have specialized in [Key Skill 1: e.g., Strategic Sourcing], [Key Skill 2: e.g., Inventory Lean Management], and [Key Skill 3: e.g., Vendor Relationship Management]. In my most recent role at [Current/Previous Company], I successfully [mention a significant achievement, e.g., reduced overhead costs by 15% or improved delivery lead times by 20%].

I have long admired [Company Name]'s reputation for [mention a specific company strength, e.g., sustainable sourcing or technological innovation]. I am particularly interested in how your team is navigating the current challenges regarding [Specific Industry Challenge].

I have attached my resume for your review. If your schedule permits, I would welcome the opportunity to introduce myself and learn more about your vision for the [Department Name] team. I am available for a brief introductory call or meeting at your earliest convenience.

Thank you for your time and for considering this referral.

Sincerely,

[Your Signature (if sending by mail)]  
**[Your Typed Name]**