

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

[Date]

[Hiring Manager Name]  
[Title, e.g., Director of Operations]  
[Company Name]  
[Company Address]

Re: Referral for [Job Title / Project Manager Position]

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

I am writing to express my interest in the [Job Title] position at [Company Name], as recommended to me by [Referral Person's Name], [Referral Person's Title or Relationship to Company]. Having followed [Company Name]'s recent developments in [Specific Sector, e.g., Utility-Scale Solar / Offshore Wind], I am eager to contribute my project management expertise to your team.

With [Number] years of experience in the renewable energy sector, I have successfully overseen the lifecycle of projects totaling [Megawatt Capacity]. My background includes navigating [Specific Technical Skill, e.g., Grid Interconnection / EPC Contracting] and managing cross-functional teams to deliver projects on time and under budget. In my most recent role at [Previous Company], I specifically [Briefly mention a key achievement, e.g., reduced procurement costs by 15% or accelerated commissioning phases].

[Referral Name] mentioned that your team is currently focusing on [Specific Company Goal or Challenge], and I believe my experience with [Specific Skill relevant to that goal] aligns perfectly with your strategic objectives. I am particularly drawn to [Company Name] because of your commitment to [Company Value or Specific Project].

I have attached my resume for your review and would appreciate the opportunity to discuss how my technical background and project leadership skills can support [Company Name]'s growth. Thank you for your time and consideration.

Sincerely,

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