

**[Your Name]**  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

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

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. I was recently speaking with [Referral Name], who suggested I reach out to you regarding this opportunity, given my background in supply chain optimization and logistics strategy.

With over [Number] years of experience as a Supply Chain Consultant, I have a proven track record of identifying inefficiencies and implementing scalable solutions. In my previous role at [Previous Company], I successfully [Key Achievement, e.g., reduced procurement costs by 15% or streamlined global distribution networks]. My expertise aligns closely with [Company Name]'s current initiatives in [Specific Area, e.g., digital transformation or sustainable sourcing].

I am particularly drawn to your organization because of [Specific reason you admire the company]. I am confident that my analytical approach and experience managing complex stakeholder relationships would allow me to contribute immediately to your consulting team.

I have attached my resume for your review and would appreciate the opportunity to discuss how my skills can support [Company Name]'s objectives. Thank you for your time and for the recommendation from [Referral Name].

Sincerely,

[Your Signature]  
[Your Printed Name]