

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Re: Referral for [Job Title] - [Job Reference Number]

Dear [Hiring Manager Name],

I am writing to formally express my interest in the [Job Title] position at [Company Name], as recommended to me by [Referrer Name], who currently serves as [Referrer's Job Title] within your [Referrer's Department] department.

Having worked closely with [Referrer Name] at [Previous Connection/Company], they suggested that my background in [Specific Skill or Industry] and my experience with [Key Achievement/Tool] would make me an excellent fit for your current team objectives. I have long admired [Company Name]'s commitment to [Company Value or Project], and I am eager to contribute to your continued success.

In my previous role at [Current/Former Company], I successfully [Briefly describe a major accomplishment]. I am confident that my ability to [Specific Skill] will allow me to hit the ground running and add immediate value to the [Department Name] team.

I have attached my resume for your review and would welcome the opportunity to discuss how my skills align with the needs of [Company Name]. Thank you for your time and for considering my application through [Referrer Name]'s referral.

Sincerely,

[Your Signature]
[Your Printed Name]