

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

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

RE: Application for Department Manager - Referred by [Referral Name]

Dear [Hiring Manager Name],

I am writing to express my interest in the Department Manager position at [Company Name]. I was encouraged to apply for this role by [Referral Name], [Referral's Job Title] at your company, who spoke highly of the department's vision and professional culture.

With over [Number] years of experience in management, I have a proven track record of optimizing operational workflows and leading high-performing teams. In my previous role at [Previous Company], I successfully [mention a specific achievement, e.g., increased department productivity by 20%], which aligns with the goals [Referral Name] mentioned regarding your current expansion.

I am confident that my leadership style and strategic approach to [specific industry skill] would make me a valuable asset to your leadership team. I look forward to the possibility of discussing how my background can support the continued success of the [Department Name] department.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]