

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

[Date]

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

Re: [Job Title] Application - Referral by [Name of Former Colleague]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the *[Job Title]* position at *[Company Name]*. I was encouraged to apply for this role by *[Referrer Name]*, who worked with me previously at *[Former Company Name]* in the *[Department Name]* department.

During our time working together, *[Referrer Name]* and I collaborated on *[Specific Project or Daily Responsibilities]*. Based on our professional history, they suggested that my background in *[Specific Skill or Experience]* would be a strong fit for your current team's objectives and the company's culture of *[Company Value/Mission]*.

At *[Former Company]*, I successfully *[Mention a major achievement or responsibility]*. I am confident that my experience in *[Key Qualification 1]* and *[Key Qualification 2]* will allow me to contribute effectively to *[Company Name]*'s upcoming goals.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my skills align with the needs of your team.

Best regards,

[Your Signature]

[Your Printed Name]