

Subject: Referral for **[Position Title]** - **[Your Full Name]**

Dear **[Hiring Manager Name or "Team"]**,

I am writing to express my interest in the **[Position Title]** role at **[Company Name]**. I was referred to this opportunity by **[Referrer's Full Name]**, who is currently a **[Referrer's Job Title]** at your company.

Having worked with **[Referrer's Name]** at **[Previous Company/Context]**, they suggested my background in **[Key Skill/Industry]** would be a strong fit for your team's current goals. In my previous role at **[Your Current/Past Company]**, I successfully **[Major Achievement or Responsibility]**, which aligns with **[Company Name]**'s mission to **[Company Goal]**.

I have attached my resume for your review and would welcome the chance to discuss how my experience can contribute to the success of the **[Department Name]** team.

Thank you for your time and consideration.

Best regards,

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