

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

[Date]

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

**Re: Project Manager Application - [Referral Name] Recommendation**

Dear [Hiring Manager Name],

I am writing to express my interest in the Project Manager position at [Company Name], as recommended to me by [Referral Name], [Referral's Title/Relationship]. Having worked closely with [Referral Name] at [Previous Company/Context], they suggested my background in financial services delivery would align well with your current strategic initiatives.

With over [Number] years of experience managing complex projects within the financial sector, I have specialized in [mention 2-3 areas, e.g., regulatory compliance, fintech integration, or digital transformation]. In my recent role at [Previous Company], I successfully led a [Project Type] that resulted in a [Percentage/Dollar Amount] increase in efficiency and ensured full adherence to [Specific Regulation] standards.

My core competencies include:

- **Methodology:** Expert application of Agile, Waterfall, and hybrid frameworks in high-stakes environments.
- **Stakeholder Management:** Bridging communication between technical teams, C-suite executives, and regulatory bodies.
- **Risk Mitigation:** Proactively identifying bottlenecks in financial workflows to maintain strict project timelines and budgets.

I am impressed by [Company Name]'s recent [mention a specific company achievement or news item], and I am confident that my disciplined approach to project governance will contribute to your team's continued success. I have attached my resume for your review and look forward to the possibility of discussing how my experience can support your upcoming project roadmap.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]