

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

[Date]

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

**RE: [Job Title] Application - Referral from [Referral Name]**

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as recommended to me by [Referral Name], [Referral's Title/Relationship]. Having worked closely with [Referral Name] at [Previous Organization/Context], they suggested that my background in financial modeling and strategic planning would align well with your team's current objectives.

In my current role at [Current/Previous Company], I manage [Specific Responsibility, e.g., quarterly forecasting or CAPEX analysis]. My expertise includes:

- Developing complex financial models to support [Specific Business Decision].
- Streamlining reporting processes, resulting in a [Percentage]% reduction in turnaround time.
- Conducting variance analysis to provide actionable insights for senior leadership.

I have long admired [Company Name]'s reputation for [Specific Company Strength/Value], and I am confident that my analytical rigor and proficiency in [Specific Software, e.g., Excel, SAP, or SQL] will contribute to the continued success of your finance department.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience as a Financial Analyst can benefit [Company Name].

Sincerely,

[Your Name]