

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

[Date]

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

RE: Referral for [Job Title] Role - [Your Name]

Dear [Mr./Ms./Mx. Hiring Manager Last 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 followed [Company Name]'s recent [mention a specific company achievement, e.g., market expansion or quarterly performance], I am eager to contribute my analytical expertise to your finance team.

Currently, as a [Current Title] at [Current Company], I specialize in [Key Skill, e.g., quantitative modeling, DCF analysis, or risk assessment]. My background in financial forecasting and data-driven decision-making has allowed me to [mention a major achievement, e.g., improve reporting efficiency by 20% or identify \$X in cost savings]. I believe my ability to translate complex datasets into actionable strategic insights aligns perfectly with the objectives of your [Specific Department] team.

[Referral Name] mentioned that your team is currently focusing on [specific project or challenge], and I am confident that my experience in [Relevant Experience] would provide immediate value in achieving these goals. I possess a deep proficiency in [Key Software/Tools, e.g., Bloomberg Terminal, SQL, or Advanced Excel] and a commitment to the rigorous ethical standards required in financial reporting.

I have attached my resume for your review and would welcome the opportunity to discuss how my technical skills and financial acumen can support [Company Name]'s continued growth. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]