

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

[Date]

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

Dear [Hiring Manager Name or "Search Committee"],

I am writing to formally express my interest in the Director of Business Development position at [Company Name]. I was encouraged to reach out regarding this role by [Referral Name], who spoke highly of your organization's growth trajectory and current strategic objectives.

With over [Number] years of experience in high-growth market expansion and strategic partnership management, I have a proven track record of driving multi-million dollar revenue increases. In my previous role at [Previous Company], I successfully led initiatives that resulted in a [Percentage/Dollar Amount] growth in market share. I am confident that my experience in [Specific Industry/Niche] aligns perfectly with [Company Name]'s mission to [Specific Company Goal].

My core competencies include:

- Strategic Partnership Development & Relationship Management
- Revenue Forecasting and Market Analysis
- Cross-functional Leadership and Team Mentorship
- Full Sales Lifecycle Management

I am eager to bring my expertise in identifying untapped market opportunities to your team. Thank you for your time and for considering my application through [Referral Name]'s recommendation.

I look forward to the possibility of discussing how my background can contribute to the continued success of [Company Name].

Best regards,

[Your Full Name]