

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

[Date]

[Hiring Manager Name]  
[Title]  
[Department Name]

**RE: Internal Referral for [Job Title] - [Reference Name]**

Dear *[Hiring Manager Name]*,

I am writing to formally express my interest in the *[Job Title]* position at *[Company Name]*. I was encouraged to apply for this role by *[Referrer Name]*, who currently serves as *[Referrer's Title]* within the *[Department]* department. Having discussed the team's current objectives with them, I am confident that my background in business development and strategic partnerships aligns with your goals for the upcoming quarter.

In my current/previous role at *[Current/Previous Company]*, I successfully *[Key Achievement 1, e.g., increased revenue by X% or secured X new enterprise accounts]*. My approach to business development focuses on *[Specific Skill, e.g., consultative selling/market expansion/lead generation]*, which I believe would be a direct asset to the *[Specific Team Name]* team.

I am particularly drawn to this opportunity because *[Reason for interest in company/product]*. I have long admired *[Company Name]*'s reputation for *[Industry strength]*, and I am eager to leverage my network and negotiation skills to drive further growth.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my experience can contribute to the continued success of *[Company Name]*.

Sincerely,

*[Your Name]*