

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

[Current Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Business Development Associate position at [Company Name]. I was recently speaking with **[Name of Referring Individual]** from **[Referrer's Organization/Relationship]**, who highly recommended your team and suggested that my background in strategic partnerships and lead generation would be a strong fit for your current growth objectives.

In my previous experience at [Previous Company Name], I focused on identifying high-value market opportunities and nurturing long-term professional relationships. I successfully [mention a specific achievement, e.g., increased lead conversion by X% or managed a portfolio of X clients], which allowed me to hone the communication and analytical skills necessary for a fast-paced business development environment.

What draws me to [Company Name] is your innovative approach to [mention a specific company product, service, or market niche]. Having followed your recent [mention a recent company milestone or news], I am eager to apply my networking capabilities to help expand your market presence and drive sustainable revenue growth.

I have attached my resume for your review and would welcome the opportunity to discuss how my network and experience align with the goals of your business development team. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]  
[Your Printed Name]