

[Your Name]
[Your Address]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

I am writing to you at the suggestion of [Referral Name] from [Referral's Company/Organization], who mentioned that [Company Name] is currently seeking expertise in optimizing its data infrastructure and management strategies.

As a Database Management Consultant with over [Number] years of experience, I specialize in [Key Skill, e.g., SQL performance tuning, cloud migration, or database architecture]. My focus is on helping organizations bridge the gap between complex data environments and actionable business intelligence while ensuring maximum uptime and security.

In my recent projects, I have successfully:

- [Key Achievement 1: e.g., Reduced query latency by X% for a high-traffic ERP system]
- [Key Achievement 2: e.g., Designed and implemented a robust disaster recovery protocol]
- [Key Achievement 3: e.g., Automated data integration workflows using [Tool/Language]]

Given [Company Name]'s current growth and your focus on [Specific Industry Trend or Project], I am confident that my technical proficiency in [Specific Database Technologies, e.g., PostgreSQL, Oracle, MongoDB] can provide immediate value to your technical team.

I have attached my resume for your review and would welcome the opportunity to discuss how my background aligns with your specific database needs. Thank you for your time and consideration.

Best regards,

[Your Name]