

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email]

[Date]

[Hiring Manager Name]

[Distribution Center Name]

[Center Address]

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

I am writing to express my interest in the [Job Title] position at the [Distribution Center Name]. I was referred to this opportunity by [Referral Name], who currently works as a [Referral's Job Title] within your facility.

My background includes experience in [Key Skill: e.g., logistics, order picking, or heavy machinery operation]. In my previous role at [Previous Company], I consistently maintained [Key Metric: e.g., 99% order accuracy or safety standards] and am accustomed to the fast-paced requirements of high-volume warehouse environments. I am familiar with [Software/Equipment: e.g., WMS systems, forklifts, or RF scanners] and am committed to maintaining a safe and efficient workplace.

[Referral Name] has spoken highly of your center's commitment to operational excellence, and I am eager to contribute my strong work ethic and reliability to your logistics team. I am available for [Shift Preference: e.g., first, second, or weekend shifts] and can start immediately.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can support your distribution goals.

Sincerely,

[Signature]

[Printed Name]