

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

RE: Referral for [Job Title / Position Reference Number]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the [Position Name] position at [Company Name], as recommended to me by [Referrer Name], who currently serves as [Referrer's Job Title] at your organization. Having collaborated with [Referrer Name] previously, they suggested that my background in international supply chain management and freight forwarding would align well with your current operational needs.

With [Number] years of experience in global logistics, I have developed a specialized skill set in [Key Skill 1, e.g., Customs Compliance], [Key Skill 2, e.g., Multi-modal Transport Coordination], and [Key Skill 3, e.g., Route Optimization]. In my previous role at [Previous Company], I successfully managed [Specific Achievement, e.g., a 15% reduction in cross-border transit times] by implementing [Strategy or Software].

I am particularly drawn to [Company Name] because of your recent expansion into [Specific Region or Market Segment]. I am confident that my expertise in navigating complex international regulations and managing vendor relationships across diverse time zones will allow me to contribute immediately to your logistics team's efficiency.

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 support [Company Name]'s global operations.

Sincerely,

[Your Signature]

[Your Printed Name]