

[Your Full Name]

[Your Address]

[Phone Number] | [Email Address]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

RE: Referral for [Position Title] - [Reference Name]

Dear [Hiring Manager Name],

I am writing to express my interest in the [Position Title] position at [Company Name], as recommended to me by [Referral Name], who currently serves as [Referral's Title/Relationship]. Having worked closely with [Referral Name] in the past, they suggested that my background in international trade and logistics would be a strong fit for your current operations.

With [Number] years of experience in the import/export sector, I have developed a comprehensive understanding of [Key Skill: e.g., Customs Compliance, Freight Forwarding, or Letter of Credit documentation]. In my previous role at [Previous Company], I successfully managed [Specific Achievement: e.g., streamlined supply chain costs by X% or managed high-volume maritime shipments].

I am particularly drawn to [Company Name] because of your recent expansion into [Specific Market/Region]. My expertise in [Specific Regulation: e.g., Incoterms 2020 or Harmonized Tariff Schedule] ensures that I can contribute immediately to maintaining regulatory compliance and optimizing your global distribution channels.

I have attached my resume for your review and would welcome the opportunity to discuss how my technical skills and industry contacts can support your logistics team. Thank you for your time and for considering my application through [Referral Name]'s recommendation.

Sincerely,

[Signature]

[Your Printed Name]