

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Inventory Analyst position at [Company Name], as recommended to me by [Referral Name], [Referral's Title/Relationship]. Having worked closely with [Referral Name] in the past, they suggested my background in supply chain optimization and data analytics would be a strong match for your current operational needs.

With [Number] years of experience in inventory management, I have developed a deep expertise in [Specific Software, e.g., ERP/SAP/SQL] and demand forecasting. In my previous role at [Previous Company], I successfully [Mention a specific quantitative achievement, e.g., reduced stockouts by 15% or optimized turnover rates]. I am confident that my analytical approach to stock levels and procurement cycles will contribute significantly to [Company Name]'s efficiency.

I am particularly drawn to this role because of [Company Name]'s reputation for [Mention a company project or value]. I am eager to apply my skills in identifying discrepancies and streamlining warehouse workflows to help your team achieve its KPIs.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my experience aligns with the requirements of your inventory team.

Sincerely,

[Your Signature]  
[Your Printed Name]