

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

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

**RE: Referral for Material Planner Position - [Requisition Number, if applicable]**

Dear [Hiring Manager Name],

I am writing to express my interest in the Material Planner position at [Company Name], as recommended to me by [Referral Name], who currently serves as [Referral's Job Title] within your organization. Having collaborated with [Referral Name] previously, they suggested that my background in supply chain coordination and inventory optimization would align well with your current operational goals.

With [Number] years of experience in material requirements planning (MRP), I have developed a strong proficiency in balancing production schedules with inventory constraints. In my previous role at [Previous Company], I successfully managed a portfolio of [Number] SKUs and achieved a [Percentage]% reduction in excess stock while maintaining a [Percentage]% on-time delivery rate. I am highly skilled in utilizing [Specific ERP/Software, e.g., SAP, Oracle] to forecast demand and mitigate supply chain disruptions.

[Company Name]'s reputation for [mention a specific company strength, e.g., lean manufacturing excellence or sustainable sourcing] is what draws me to this opportunity. I am confident that my analytical approach to lead-time management and vendor relations will contribute to the continued efficiency of your production department.

I have attached my resume for your review and would welcome the opportunity to discuss how my technical skills can support [Company Name]'s supply chain objectives. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]