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

[Date]

[Hiring Manager Name]
[Title, e.g., Director of Global Procurement]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the **[Job Title]** position at [Company Name], as recommended to me by **[Referral Name]**, [Referral's Title/Relationship]. Having worked closely with [Referral Name] at [Previous Company/Context], they suggested that my background in category management and cost-reduction strategies would align well with your current procurement objectives.

With [Number] years of experience in strategic sourcing, I have developed a specialized skill set in [Primary Category, e.g., Indirect Spend/IT/Logistics]. My professional background is defined by a commitment to total cost of ownership (TCO) reduction and building resilient supplier partnerships. Notable highlights of my career include:

- Implementing a sourcing strategy for [Category] that resulted in a [Percentage]% year-over-year cost saving.
- Leading cross-functional RFx processes and complex contract negotiations to mitigate supply chain risk.
- Modernizing vendor management KPIs to improve supplier performance and compliance by [Percentage]%.

[Company Name]'s reputation for [mention a specific company strength, e.g., sustainable sourcing/innovation] is particularly impressive to me. I am confident that my data-driven approach to spend analysis and my experience in [Specific Software/ERP] would allow me to contribute immediately to your team's efficiency.

I have attached my resume for your review and would welcome the opportunity to discuss how my sourcing expertise can support [Company Name]'s bottom line. Thank you for your time and for the consideration via [Referral Name]'s recommendation.

Sincerely,

[Your Full Name]