

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Transportation Manager position at [Company Name]. I was recently informed of this opening by [Referral Name], who currently serves as [Referral's Job Title] within your organization.

With [Number] years of experience in logistics and fleet management, I have a proven track record of optimizing supply chain efficiency and reducing operational costs. In my previous role at [Previous Company], I successfully managed a fleet of [Number] vehicles and oversaw a team of [Number] drivers, ensuring 100% compliance with safety regulations and achieving a [Percentage]% improvement in on-time delivery rates.

My expertise includes route optimization, vendor negotiations, and implementing advanced telematics systems. I am confident that my strategic approach to transportation logistics aligns with the goals of [Company Name]. [Referral Name] spoke highly of your company's commitment to innovation, and I am eager to contribute my skills to your team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in transportation management can benefit your operations.

Sincerely,

[Your Signature]  
[Your Printed Name]