

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

[Date]

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

Re: Referral for Fleet Logistics Specialist Position

Dear [Hiring Manager Name],

I am writing to express my interest in the Fleet Logistics Specialist position at [Company Name], as recommended to me by [Referral Name], who currently serves as [Referral's Job Title] within your organization. Having followed [Company Name]'s recent expansions in [Specific Region or Market], I am eager to contribute my expertise in supply chain coordination and fleet optimization to your team.

In my previous role at [Previous Company], I managed a fleet of [Number] vehicles, consistently maintaining a [Percentage]% uptime rating. My experience aligns closely with your requirements for route optimization, regulatory compliance, and vendor management. Specifically, I have a proven track record of reducing fuel costs by [Percentage]% through the implementation of advanced telematics and driver training programs.

I am confident that my technical proficiency with [Specific Software/ERP] and my commitment to logistical efficiency make me a strong candidate for this role. I welcome the opportunity to discuss how my background in fleet maintenance and dispatching can support [Company Name]'s operational goals.

Thank you for your time and for considering [Referral Name]'s recommendation. I look forward to the possibility of discussing this opportunity further.

Sincerely,

[Your Signature]
[Your Printed Name]