

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

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

RE: Inbound Logistics Specialist Position - Referral by *[Referrer's Name]*

Dear *[Hiring Manager Name]*,

I am writing to express my interest in the Inbound Logistics Specialist position at *[Company Name]*. I was referred to this opportunity by *[Referrer's Name]*, who currently serves as *[Referrer's Job Title]* within your organization and spoke highly of your team's commitment to supply chain efficiency.

With *[Number]* years of experience in freight coordination and vendor management, I have developed a strong expertise in optimizing inbound workflows. In my previous role at *[Previous Company]*, I successfully *[mention a specific logistics achievement, e.g., reduced shipping lead times by 15% or improved warehouse receiving accuracy]*. I am proficient in *[mention specific ERP/TMS software]* and have a proven track record of resolving transit discrepancies to maintain lean inventory levels.

I admire *[Company Name]*'s recent initiatives in *[mention a company project or value]* and am confident that my technical skills in international shipping compliance and carrier negotiations would be an immediate asset to your logistics department.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background in inbound operations can contribute to your team's success.

Sincerely,

[Your Name]