

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

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

**Re: Outbound Logistics Specialist Application - Referral from [Referrer's Name]**

Dear [Hiring Manager Name],

I am writing to express my interest in the Outbound Logistics Specialist position at [Company Name], as recommended to me by [Referrer's Name], who currently serves as [Referrer's Job Title] within your organization. Having followed [Company Name]'s growth in [Specific Market/Industry], I am eager to apply my experience in supply chain coordination and distribution efficiency to your team.

In my previous role at [Previous Company], I specialized in streamlining outbound workflows and managing carrier relationships. My core accomplishments include:

- [Key Achievement: e.g., Reducing shipping costs by X% through route optimization]
- [Key Achievement: e.g., Maintaining a 99% on-time delivery rate for high-volume accounts]
- [Key Achievement: e.g., Implementing automated tracking systems to improve customer transparency]

I am particularly impressed by [Company Name]'s commitment to [Specific Company Initiative or Value]. My expertise in [Specific Software/ERP] and warehouse management systems aligns perfectly with the technical requirements of this role. I am confident that my proactive approach to resolving transit discrepancies and optimizing freight expenditures will contribute significantly to your logistics operations.

Thank you for your time and for considering [Referrer's Name]'s recommendation. I look forward to the possibility of discussing how my background in outbound logistics can support the continued success of [Company Name].

Sincerely,

[Your Signature]  
[Your Printed Name]