

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

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

RE: Senior Logistics Analyst - Referral from *[Name of Referring Professional]*

Dear *[Hiring Manager Name]*,

I am writing to express my interest in the Senior Logistics Analyst position at *[Company Name]*. I was referred to this opportunity by *[Referrer Name]*, who spoke highly of your team's commitment to *[specific company goal or initiative]*.

With *[Number]* years of experience in supply chain optimization and data analytics, I have a proven track record of improving operational efficiency. In my previous role at *[Previous Company]*, I successfully *[mention a key achievement, e.g., reduced freight costs by X% or optimized inventory turnover]*. I am proficient in *[list key software, e.g., SAP, SQL, Power BI]* and specialize in translating complex datasets into actionable logistics strategies.

I am particularly drawn to *[Company Name]* because of your recent focus on *[specific industry trend or project]*. My expertise in *[specific skill, e.g., last-mile delivery or vendor management]* aligns directly with the requirements for this senior role.

I have attached my resume for your review and would appreciate the opportunity to discuss how my background can contribute to the continued success of your logistics operations. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]