

[Your Full Name]
[Your Professional Title]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title, e.g., Director of Public Affairs]
[Organization Name]
[Organization Address]

RE: REFERRAL FOR [POSITION TITLE] - [REFERRER'S NAME]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the [Position Title] position at [Organization Name], as recommended to me by [Referrer's Name], [Referrer's Title/Relationship]. Having closely followed your organization's recent initiatives regarding [Specific Public Policy or Advocacy Issue], I am eager to contribute my expertise in strategic communications and stakeholder engagement to your team.

My professional background aligns closely with the requirements outlined for this role. During my tenure at [Previous Organization], I successfully managed [Project/Campaign Name], which resulted in [Quantifiable Achievement]. I possess a deep understanding of the current legislative landscape and have a proven track record of building bipartisan coalitions to advance organizational objectives.

[Referrer's Name] suggested that my experience in [Specific Skill, e.g., Crisis Management or Media Relations] would be particularly valuable as [Organization Name] navigates [Current Industry Challenge or Goal]. I am confident that my ability to distill complex policy information into compelling narratives for diverse audiences will support your mission to [Organization Mission Goal].

I have attached my resume for your review and welcome the opportunity to discuss how my background in public affairs can serve [Organization Name]. Thank you for your time and for the consideration of my application via [Referrer's Name]'s referral.

Sincerely,

[Your Signature]
[Your Typed Name]