

[Your Full Name]  
[Your Phone Number]  
[Your Email]  
[Your Portfolio/LinkedIn Link]

[Date]

[Hiring Manager Name]  
[Festival/Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Festival Logistics Coordinator position for the upcoming [Festival Name]. I was referred to this opportunity by [Referrer Name], who [mention connection, e.g., worked with me at Project X], and suggested my background in large-scale event operations would be a strong fit for your team.

With [Number] years of experience in live event production, I specialize in streamlining complex operational workflows. My previous work includes managing [specific logistics like: vendor load-ins, site mapping, or crew scheduling] for events with over [Number] attendees. I have a proven track record of maintaining strict timelines while remaining adaptable to the unpredictable nature of live festivals.

Specifically, I am confident I can contribute to [Festival Name] by:

- Optimizing [Specific logistics area] to ensure seamless execution.
- Managing vendor relationships and contract compliance with precision.
- Coordinating on-site infrastructure and equipment distribution during high-pressure windows.

I have long admired [Festival Name]'s reputation for [mention a specific festival trait], and I would welcome the opportunity to discuss how my logistical expertise can support your successful delivery this year. Thank you for your time and for considering [Referrer Name]'s recommendation.

Best regards,

[Your Signature]  
[Your Printed Name]