

**[Your Name]**  
[Your Address]  
[Phone Number]  
[Email Address]

[Date]

**[Hiring Manager Name]**  
[Organization Name]  
[Organization Address]

Re: Sports Event Manager Position - Referral by [Referrer Name]

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

I am writing to express my interest in the Sports Event Manager position at [Organization Name]. I was recently speaking with **[Referrer Name]**, who suggested I reach out regarding this role given my background in athletic programming and large-scale event logistics.

In my previous role at [Current/Previous Company], I successfully managed [Type of Sporting Events], overseeing everything from vendor contracts and venue safety to participant registration and sponsorship fulfillment. My experience in [Specific Skill, e.g., tournament bracket scheduling or broadcast coordination] aligns directly with the goals [Referrer Name] mentioned you are looking to achieve this season.

I have long admired [Organization Name]'s commitment to [Specific Detail about the organization, e.g., community engagement or elite performance standards]. I am confident that my ability to streamline operations and enhance the fan experience would be an asset to your team.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my experience fits the needs of [Organization Name].

Best regards,

[Your Signature]

[Your Printed Name]