

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

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

**RE: Referral for [Position Title] by [Referrer's Name]**

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

I am writing to express my interest in the Corporate Social Responsibility (CSR) Volunteer Coordinator position at [Company Name]. I was encouraged to apply for this role by [Referrer's Name], [Referrer's Job Title] at your organization, who highlighted your team's commitment to impactful community engagement and sustainable corporate citizenship.

With a background in [Your Current Field/Expertise] and a proven track record in managing large-scale volunteer initiatives, I am confident in my ability to enhance your CSR programs. In my previous role at [Previous Organization], I successfully coordinated [Specific Project or Number of Volunteers], resulting in a [Metric/Percentage] increase in employee participation. I specialize in building strategic partnerships with non-profits and aligning volunteer activities with core business values.

I have long admired [Company Name]'s dedication to [Specific CSR Pillar or Project]. My goal is to leverage my skills in logistics, stakeholder communication, and impact reporting to further the positive social influence of your organization while fostering a culture of service among your employees.

I would welcome the opportunity to discuss how my experience aligns with the goals of your CSR department. Thank you for your time and for considering my application through [Referrer's Name]'s recommendation.

Sincerely,

[Your Signature]  
[Your Printed Name]