

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

[Date]

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

Re: Referral for Business Analyst Position - [Job ID # if applicable]

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

I am writing to express my enthusiastic interest in the Business Analyst position at [Company Name]. I was recently speaking with **[Referral Name]**, [Title] at your company, who suggested that my background in data-driven strategy and process optimization would be a strong fit for your current team objectives.

During my [Number] years of experience as a Business Analyst, I have specialized in bridging the gap between technical stakeholders and business operations. At [Current or Previous Company], I successfully led [Project Name/Type], which resulted in a [Percentage/Dollar Amount] increase in efficiency by leveraging [Specific Tool, e.g., SQL, Tableau, or Agile methodologies].

My core competencies include:

- Requirement gathering and stakeholder management across diverse business units.
- Advanced data modeling and gap analysis to drive decision-making.
- Translating complex datasets into actionable executive reporting.

[Company Name]'s reputation for [mention a specific company value or recent achievement] aligns perfectly with my professional goals. I am confident that my analytical rigor and collaborative approach will contribute immediate value to your [Specific Department or 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 skills can support [Company Name]'s continued growth.

Sincerely,

[Your Name]