

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

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

**RE: Financial Business Analyst Position - Referral from [Referral Name]**

Dear *[Hiring Manager Name]*,

I am writing to express my interest in the Financial Business Analyst position at *[Company Name]*, as recommended to me by *[Referral Name]*, who currently serves as *[Referral's Title]* within your organization. Having worked with *[Referral Name]* previously at *[Previous Company/Context]*, they suggested that my background in financial modeling and strategic data analysis would align well with your team's current objectives.

With over *[Number]* years of experience in financial planning and analysis (FP&A), I have developed a robust skill set in translating complex datasets into actionable business insights. In my previous role at *[Current/Previous Company]*, I successfully implemented *[Specific Achievement, e.g., a new forecasting model]* which resulted in a *[Percentage/Dollar Amount]* improvement in *[Metric]*. I am proficient in *[List Technical Skills, e.g., SQL, Python, SAP, or Advanced Excel]* and have a proven track record of supporting executive decision-making through rigorous variance analysis and budgeting.

*[Company Name]*'s recent initiatives in *[Specific Industry Move or Project]* are particularly compelling to me. I am eager to apply my expertise in *[Specific Skill, e.g., Cost-Benefit Analysis]* to help your department achieve its financial targets and streamline operational efficiencies.

I have attached my resume for your review and would welcome the opportunity to discuss how my qualifications can contribute to the continued success of *[Company Name]*. Thank you for your time and consideration.

Sincerely,

*[Your Signature]*

*[Your Printed Name]*