

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

[Date]

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

**Re: IT Business Analyst Position - Referral from [Referrer Name]**

Dear [Hiring Manager Name],

I am writing to express my strong interest in the IT Business Analyst position at [Company Name], as recommended to me by [Referrer Name], who currently serves as [Referrer's Job Title] within your organization. Having followed [Company Name]'s recent initiatives in [Specific Project or Industry Trend], I am eager to apply my technical analysis and process optimization skills to your team.

During my [Number] years of experience as a Business Analyst, I have specialized in bridging the gap between complex business requirements and technical implementation. In my previous role at [Previous Company], I successfully [Key Achievement: e.g., reduced operational costs by X% / improved system efficiency by Y%] by facilitating stakeholder workshops and managing the end-to-end SDLC for [Type of Project].

My core competencies include:

- Translating business needs into detailed functional specifications and User Stories.
- Conducting data modeling and gap analysis to support [Specific Technology/Process].
- Collaborating with cross-functional teams using [Agile/Scrum/Waterfall] methodologies.

- Proficiency in tools such as *[Jira/SQL/Tableau/Visio]*.

I am particularly drawn to *[Company Name]* because of your reputation for *[Company Value or Innovation]*. I am confident that my ability to translate data into actionable insights will contribute significantly to your upcoming IT goals.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my background aligns with the needs of your IT department.

Sincerely,

*[Your Typed Name]*