

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

[Date]

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

Subject: Referral for Senior Business Analyst Role - [Your Name]

Dear [Hiring Manager Name],

I am writing to express my interest in the Senior Business Analyst position at [Company Name]. I was recently speaking with **[Referral Name]**, who currently serves as **[Referral's Job Title]** within your organization, and they suggested I reach out regarding this opening.

With over [Number] years of experience in strategic process improvement and data-driven solution design, I have a proven track record of bridging the gap between complex business requirements and technical execution. At [Previous Company], I successfully led [Specific Project Type], resulting in a [Percentage/Dollar Amount] increase in operational efficiency.

My expertise includes:

- Advanced Stakeholder Management and Requirements Gathering
- [Specific Technical Skill/Tool, e.g., SQL, Tableau, or Agile Methodology]
- Cost-Benefit Analysis and ROI Projection
- Mentoring Junior Analysts and Cross-functional Leadership

Knowing [Company Name]'s reputation for [Mention a Company Value or Current Project], I am confident that my analytical background and ability to translate data into actionable insights would be a significant asset to your team.

I have attached my resume for your review and look forward to the possibility of discussing how my skills align with the goals of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]