

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[LinkedIn Profile URL]

[City, State]

[Date]

[Hiring Manager Name]

[Job Title]

[Company Name]

[Company Address]

**Re: Referral for Technical Business Analyst Position - [Job ID #]**

Dear [Hiring Manager Name or "Hiring Team"],

I am writing to express my interest in the Technical Business Analyst position at [Company Name]. I was encouraged to apply for this role by [Referral Name], who currently serves as [Referral's Job Title] within your organization. Having collaborated with [Referral Name] previously, I have developed a deep respect for your company's commitment to [specific company goal or culture trait].

With a background spanning [Number] years in bridging the gap between complex business requirements and technical execution, I specialize in [Key Skill 1: e.g., SQL/Data Modeling], [Key Skill 2: e.g., SDLC Management], and [Key Skill 3: e.g., Stakeholder Documentation]. At [Previous Company], I successfully led the technical requirements gathering for [Specific Project], resulting in a [Metric: e.g., 20% increase in efficiency].

My unique approach involves translating high-level business objectives into detailed functional specifications that engineering teams can execute with precision. I am particularly drawn to [Company Name]'s recent work on [Specific Project or Product] and am confident that my experience in [Specific Industry or Technology] would allow me to contribute immediately to your team's success.

I have attached my resume for your review and would welcome the opportunity to discuss how my technical analytical skills align with the needs of your current roadmap. Thank you for your time and consideration.

Best regards,

[Your Printed Name]