

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

[Date]

[Hiring Manager Name]  
[Title, e.g., Logistics Manager]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the **Internal Logistics Coordinator** position at [Company Name]. With a background in [Number] years of experience managing intra-facility material flow and warehouse operations, I am confident in my ability to optimize your supply chain's internal efficiency.

In my previous role at [Previous Company], I was responsible for coordinating the movement of raw materials and finished goods between [Departments/Locations]. I successfully implemented [Specific Software/Process, e.g., an ERP-based tracking system] which resulted in a [Percentage]% reduction in internal lead times and minimized stock discrepancies. My core competencies include inventory reconciliation, cross-departmental scheduling, and ensuring strict adherence to health and safety protocols.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Achievement]. I am eager to apply my skills in [Key Skill, e.g., Lean Manufacturing or Just-In-Time delivery] to help your team maintain seamless operations and meet production targets.

Thank you for your time and consideration. I look forward to the possibility of discussing how my logistics expertise can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]  
[Your Printed Name]