

**[Your Full Name]**

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

---

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Inbound Logistics Manager position at [Company Name], as advertised on [Platform/Source]. With [Number] years of experience in supply chain coordination and freight management, I have a proven track record of optimizing receiving processes and reducing transportation costs.

In my current role at [Current/Previous Company], I successfully managed inbound operations overseeing [Number] vendors and a budget of \$[Amount]. My key achievements include:

- Implementing a new [WMS/TMS] system that improved receiving efficiency by [Percentage]%.  
[Percentage]%
- Negotiating freight contracts that reduced annual inbound shipping costs by \$[Amount].
- Strengthening vendor compliance protocols, resulting in a [Percentage]% reduction in lead-time variability.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Achievement]. I am confident that my expertise in lean logistics, customs compliance, and cross-functional leadership will allow me to contribute immediately to the efficiency of your global supply chain.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in inbound logistics can support the continued growth of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

**[Your Printed Name]**