

Referral Introduction Letter

Subject: Introduction for [Job Title] Position “ Referred by [Referrer’s Name]

Dear [Hiring Manager’s Name],

I am writing to introduce myself for the [Job Title] position at [Company Name]. I was referred to this opportunity by [Referrer’s Name], who encouraged me to apply and assured me that my qualifications align well with your team’s requirements.

With [X years] of experience in [field], I have developed strong skills in [specific skills]. I am confident that my background will allow me to contribute effectively to your organization.

I have attached my resume and would be delighted to provide further details in an interview.

Thank you for considering my application.

Warm regards,

[Your Full Name]

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