

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the Data Analyst position at [Company Name] as referred by [Referrer's Name], who spoke highly of the innovative work your team is doing. With a strong background in data analysis and a passion for turning data into actionable insights, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. I have extensive experience in tools such as [mention relevant tools/languages], and I excel at [mention relevant skills or experiences].

I am particularly drawn to this role at [Company Name] because [mention specific reason related to the company or its projects]. I believe my skills and experiences align well with the requirements of the position, and I am eager to bring my expertise to your esteemed company.

Thank you for considering my application. I look forward to the possibility of discussing my application further and how I can contribute to your team.

Sincerely,
Your Name