

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Financial Analyst position at [Company's Name] as referred by [Referrer's Name], who is currently [Referrer's Position] at your company. With a strong background in finance and analytical skills, I am excited about the opportunity to contribute to your team.

I hold a [Your Degree] from [Your University] and have [Number] years of experience in financial analysis, forecasting, and budgeting. My expertise in [Specific Skill or Software] has been instrumental in [Brief Achievement]. I am confident that my skills and passion for finance align with the goals of [Company's Name].

I would love the chance to discuss how my background and skills can benefit your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,

[Your Name]