

[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 hope this message finds you well. My name is [Your Name], and I am writing to inquire about potential opportunities for a Logistics Manager within [Company's Name]. With a strong background in supply chain management and extensive experience in logistics operations, I am keen to explore how my skills could contribute to your team.

I would appreciate the opportunity to discuss any current or upcoming openings that match my profile. Thank you for considering my inquiry. I look forward to your response.

Warm regards,

[Your Name]