**Email Cover Letter With a Referral**

**Subject:** Referred by Sloane Greene

Dear Ms. Future,

I am writing to you in regard to the position of billing manager that you have posted on your company website. I worked with Sloane Greene in the billing department of XYZ Enterprises for several years before taking a hiatus to raise my children.

When I mentioned I was returning to the workforce, she recommended I contact you about this position, as she felt that I would be an excellent fit for your organization.

At XYZ, I worked closely with Sloane to convert our billing system to handle the increase in sales volume the company was experiencing. I oversaw the seamless transition when our deliverables doubled in less than 6 months. I have successfully managed both small and large billing departments but am most comfortable in an environment like that at your company. I feel that my experience would be an asset to Bright Enterprises and would appreciate the opportunity to meet with you regarding the open position.

Thank you for your time and consideration. I look forward to hearing from you.

Regards,

Beth Maple  
bethmaple@email.com  
123-456-7890