

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in the [Position Title] at [Company Name] and to request an interview to discuss my qualifications for the role.

I believe my skills in [briefly mention relevant skills or experience] make me a strong candidate for this position. I would appreciate the opportunity to speak with you further about how I can contribute to your team.

Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]