

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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. I am writing to express my interest in the [Position Title] at [Company's Name], as advertised [where you found the job listing]. I believe my skills and experiences align well with the requirements of the role, and I am eager to discuss how I can contribute to your team.

I would greatly appreciate the opportunity to interview for this position at your convenience. I am available [provide two or three options for dates and times], but I am more than willing to accommodate your schedule.

Thank you for considering my request. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]