

[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 letter finds you well. I am writing to express my interest in the [Job Title] position at [Company's Name], as advertised [where you found the job listing].

I believe my skills and experiences make me a strong candidate for this role. I would greatly appreciate the opportunity to discuss how I can contribute to your team.

Would it be possible to schedule a job interview at your convenience? I am eager to discuss my qualifications further and learn more about the exciting work at [Company's Name].

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

Sincerely,
[Your Name]