

[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 [Job Title] position at [Company's Name] and to formally request an interview to discuss my qualifications in more detail.

I believe my [briefly mention relevant experience or skills] aligns well with the goals of your team. I am eager to bring my expertise in [specific area] to contribute to [mention company projects or values].

I would appreciate the opportunity to meet with you at your earliest convenience. I am available on [provide two or three options for dates/times], but I am more than willing to adjust to fit your schedule. Thank you for considering my request. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]