

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
Ajanta [Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],
I am writing to express my interest in the [specific position] at Ajanta, as advertised [where you found the job listing]. With my background in [your field/industry] and my experience in [relevant skills or experiences], I am excited about the opportunity to contribute to your esteemed company.

In my previous role at [Your Previous Company], I was responsible for [specific duties or projects related to the position], which [results or accomplishments]. This experience has equipped me with the skills necessary to excel in the [specific position] at Ajanta.

I am particularly drawn to this position because of [specific reasons related to the company or position], and I believe my background in [your skills/experience] aligns well with the goals of Ajanta.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences can add value to your team.

Sincerely,
[Your Name]