

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Business Development position at [Company's Name] as advertised on [where you found the job listing]. With a background in [your field/industry] and extensive experience in business development, I am excited about the opportunity to contribute to your team and help drive the growth of [Company's Name].

In my previous role at [Your Previous Company], I successfully [mention specific achievements and responsibilities relevant to the role you are applying for]. This experience provided me with a solid foundation in [mention relevant skills or areas of expertise] and allowed me to develop strong relationships with clients and stakeholders.

I am particularly impressed by [something noteworthy about the company or its projects]. I believe that my skills in [specific skills] align well with the goals of [Company's Name], and I am eager to leverage my expertise to contribute to the ongoing success of your business development initiatives.

I am excited about the possibility of discussing how I can bring my unique skills to the talented team at [Company's Name]. I look forward to the opportunity for an interview to further talk about my candidacy.

Thank you for considering my application.

Sincerely,  
[Your Name]