

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Business Development position at [Company Name] as advertised [mention where you found the job listing]. With a background in [your field/industry] and [X years] of experience in driving growth and fostering strategic partnerships, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [briefly outline a relevant achievement or responsibility]. I am particularly drawn to [Company Name] because [mention something specific about the company or its mission].

I look forward to the possibility of discussing how my skills and experiences align with the goals of your team. Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]