

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

Dear [Employer's Name],

I am writing to express my interest in the Business Development position at [Company's Name]. With a solid background in sales, marketing, and relationship management, I am excited about the opportunity to contribute to your team and drive growth for your organization.

In my previous role at [Your Previous Company], I successfully developed and implemented strategies that increased sales by [percentage or amount] within [time frame]. My ability to build strong relationships and identify new business opportunities aligns well with the goals of [Company's Name].

I am particularly drawn to this role at [Company's Name] because [specific reason related to the company or its goals]. I am eager to bring my skills in negotiation and market analysis to help expand your client base and enhance revenue streams.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills can contribute to the continued success of [Company's Name].

Sincerely,
[Your Name]