

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 listed at [Company's Name]. With a strong background in [relevant experience/skills], I am confident in my ability to contribute effectively to your team and help drive growth for your organization.

In my previous role at [Previous Company Name], I successfully [mention a relevant achievement or responsibility that aligns with the job description]. This experience honed my skills in [mention relevant skills], and I am eager to bring this expertise to [Company's Name].

I am particularly drawn to [Company's Name] because of [specific reason related to the company's mission, values, or projects]. I believe that my proactive approach and dedication to [specific quality or goal] would be a perfect fit for your team.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your company. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Warmest regards,  
[Your Name]