

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

Dear [Employer's Name],

I am writing to express my interest in the Business Development position at [Company Name] as advertised [where you found the job posting]. With a strong background in building strategic partnerships and driving revenue growth, I am excited about the opportunity to contribute to your team. In my previous role at [Your Previous Company], I successfully [mention a specific achievement or responsibility that highlights your qualifications]. This experience honed my skills in [specific skills relevant to the job], allowing me to effectively identify and capitalize on market opportunities.

I am particularly drawn to [Company Name] because of [specific reason related to the company or its values]. I believe my proactive approach and enthusiasm for business development align perfectly with your team's goals.

I look forward to the opportunity to discuss how my experience and vision can contribute to the continued success of [Company Name]. Thank you for considering my application. I hope to hear from you soon to set up an interview.

Warm regards,

[Your Name]

[LinkedIn Profile or Professional Website] (if applicable)