

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Business Development position at [Company Name] as advertised on [where you found the job posting].

With my background in [mention relevant experience or education], combined with my skills in [specific skills related to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with the ability to [mention relevant skills or experiences that relate to the job]. I believe that my proactive approach and dedication to achieving key business objectives align well with the goals of [Company Name].

I am particularly drawn to this position at [Company Name] because [mention specific reasons related to the company or position]. I am eager to bring my expertise in [mention specific skills or areas of knowledge] to your team and help drive [Company Name]'s growth and success.

Thank you for considering my application. I hope to discuss my application further during an interview. I look forward to the opportunity to speak with you.

Sincerely,  
[Your Name]