

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Business Development position at [Company's Name] as advertised [where you found the job listing]. With a strong background in [your field/industry], combined with proven skills in building client relationships and driving growth, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility, e.g., "increased revenue by 30% in one year through strategic partnerships"]. This experience honed my abilities in market analysis and competitive positioning, ensuring that I can identify and pursue valuable opportunities that align with [Company's Name]'s objectives.

I am particularly impressed by [specific aspect of the company or recent initiative], and I believe my experience and passion for [industry or field] would allow me to make a positive impact on your team. I am drawn to [Company's Name] not only for its innovative approach but also for its commitment to [mention any company values or missions that resonate with you].

I am eager to bring my expertise in [specific skills or experiences relevant to the job] to [Company's Name] and help drive your business forward. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can be in alignment with the future success of [Company's Name].

Thank you for considering my application. I hope to speak with you soon.  
Sincerely,

[Your Name]