

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Business Development position at [Company Name] as advertised on [where you found the job listing]. With a solid background in sales and a passion for driving business growth, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to business development]. My experience in [specific skills or tools related to the job] has equipped me with the skills necessary to identify opportunities and build strong relationships with clients.

I am particularly drawn to this position at [Company Name] because [mention something specific about the company or its goals that resonates with you]. I believe that my proactive approach and dedication to achieving results would be a great match for your team.

I look forward to the opportunity to discuss how my skills and experiences align with the needs of [Company Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]