

[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 [specific position name] at [Company Name], as advertised on [where you found the job listing]. With a strong background in business development and a proven track record of driving growth through strategic partnerships, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job]. This experience has equipped me with the skills to [key relevant skills or experiences]. I am particularly impressed with [something specific about the company or its projects], and I believe my expertise in [your relevant skills] would make a meaningful impact.

I am eager to bring my background in [your area of expertise] and my passion for [specific aspect of the industry] to [Company Name]. I would love the opportunity to discuss how my experience and vision align with the goals of your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]