

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Subject of the Letter]

I am writing to formally express my interest in [specific CGI application opportunity or project name]. I believe my [briefly mention relevant skills/experiences] would be a great fit for this role.

[Paragraph explaining why you are qualified, including specific examples of your work or relevant experience.]

I am excited about the possibility of contributing to [Company/Organization Name] and I look forward to the opportunity to discuss this further. Thank you for considering my application.

Sincerely,
[Your Name]