

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce yourself and your purpose for writing.]  
[Body paragraph(s): Provide detailed information, supporting points, or requests.]  
[Closing paragraph: Summarize your request or information and thank the recipient.]  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title (if applicable)]

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**\*\*Example:\*\***

John Doe  
123 Main Street  
Cityville, CA 90210  
johndoe@email.com  
(555) 123-4567  
October 10, 2023  
Jane Smith  
Human Resources Manager  
ABC Corporation  
456 Industry Ave.  
Business City, CA 90210  
Dear Ms. Smith,

I hope this letter finds you well. I am writing to express my interest in the recent job opening for a Marketing Specialist at ABC Corporation. As a professional with over five years of experience in digital marketing, I have developed a strong skill set that aligns with the requirements of this position, including campaign management, SEO, and content creation. I am particularly drawn to ABC Corporation because of its dedication to innovation and quality. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,  
[Signature]  
John Doe  
Marketing Specialist