

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

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

Dear [Recipient's Name],

Subject: Expression of Interest

I am writing to express my interest in [specific project, opportunity, or position] at [Company/Organization Name]. With my background in [your field/industry], I believe I possess the skills and experience that align with your needs.

In my previous role at [Your Previous Company/Organization], I [mention relevant experience, skills, or achievements]. This experience has equipped me with a comprehensive understanding of [related skills or knowledge].

I am particularly drawn to [specific aspect of the company or project], and I am eager to contribute to [briefly explain what you hope to achieve or provide].

Thank you for considering my expression of interest. I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,
[Your Name]