

[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: Expression of Interest for [Specify Project/Opportunity]

I am writing to express my interest in [briefly specify the project or opportunity] as outlined in [mention any relevant document, advertisement, or source].

[Provide a brief introduction about yourself/company, summarizing experience, qualifications, and relevant background information related to the opportunity].

I am particularly interested in this opportunity because [explain your motivation and what you can bring to the project].

Please find attached [mention any attached documents, e.g., portfolio, CV, etc.], which provide further details about my qualifications and experience.

I would appreciate the opportunity to discuss this further and explore how I can contribute to [mention the project or organization] success. Thank you for considering my expression of interest.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name] (if applicable)