

[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 [Project/Opportunity Title]

I am writing to express my interest in [Project/Opportunity Title] as advertised [mention where you found the advertisement or opportunity]. As a [brief description of your profession or business], I believe my skills and experience align perfectly with the requirements of this opportunity. In my [number] years of experience in [relevant field or industry], I have successfully [briefly describe relevant achievements or projects]. My expertise in [specific skills or areas] has equipped me with the necessary knowledge to contribute effectively to [Project/Opportunity]. I am particularly drawn to this opportunity because [briefly explain your motivation or connection to the project]. I am confident that my background in [relevant experience] would be an asset to your [team/company].

Attached to this letter is my [resume/CV or any other relevant documents] for your review. I would welcome the opportunity to discuss my proposal in detail and explore how I can contribute to [Project/Opportunity]. Thank you for considering my expression of interest. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name, if applicable]  
[Your Signature, if sending a hard copy]