

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

[Date]  
[Recipient's Name]  
[Title]

FNB Bank  
[Bank Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the [specific position, e.g., Customer Service Representative] at FNB Bank, as advertised on [where you found the job posting]. With my background in [relevant experience or education], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [briefly describe a relevant achievement or responsibility]. This experience has equipped me with strong [specific skills or qualities relevant to the position], making me an ideal candidate for this role.

I am particularly drawn to FNB Bank because of [specific reason related to the company or its mission]. I am eager to bring my expertise in [mention any relevant skills or experience related to the banking industry] to your esteemed bank.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the goals of FNB Bank. I am available for an interview at your earliest convenience.

Sincerely,  
[Your Name]