

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the General Manager position at [Company Name] as advertised on [where you found the job posting]. With [number] years of experience in [relevant industry or field], I am confident in my ability to contribute effectively to your team and drive [specific goals related to the job/department].

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job]. This experience honed my skills in [mention key skills relevant to the GM position], which I am eager to bring to [Company Name].

I am particularly drawn to this position at [Company Name] because [mention something specific about the company or its mission that resonates with you]. I believe my proactive approach and [mention a personal quality or skill] would be an excellent match for your team. I would welcome the opportunity to further discuss how my background, skills, and enthusiasms align with the needs of [Company Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,  
[Your Name]