

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

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

Dear [Recipient's Name],

I am writing to express my interest in the General Manager position at [Company's Name] as advertised on [where you found the job posting]. With over [number] years of experience in [industry/field], I have honed my skills in strategic management, team leadership, and operational efficiency, making me a well-suited candidate for this role.

In my previous position as [Your Last Job Title] at [Your Last Company Name], I successfully [mention a relevant achievement or responsibility that relates to the GM role]. This experience has equipped me with the skills to [detail how your experience is relevant to the GM position]. I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its mission that resonates with you]. I believe that my background in [mention relevant skills or experiences] will enable me to contribute meaningfully to your team.

I am excited about the opportunity to discuss how my experience and vision align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,
[Your Name]