

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

Dear [Recipient Name],

I am writing to express my enthusiastic interest in the General Manager position at [Company Name] as advertised [where you found the job listing]. With a solid background in [your industry] and proven leadership abilities, I am excited about the opportunity to contribute to [Company Name]'s continued success.

In my previous role as [Your Last Job Title] at [Your Last Company], I successfully [specific achievement or responsibility], resulting in [quantifiable outcome]. This experience has equipped me with the skills necessary to [relevant skills or qualities related to the GM position]. I am particularly impressed by [something notable about the company or its culture], and I believe my vision aligns well with [Company Name]'s strategic goals. I am confident that my expertise in [specific skills or areas] will serve to elevate team performance and drive operational excellence.

I would love the opportunity to discuss how my experience and skills can contribute to the outstanding work being done at [Company Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Warm regards,
[Your Name]