

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

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job posting]. With my background in [Your Field/Experience] and a passion for [relevant skills or industry], I am excited about the opportunity to contribute to your team in Jhansi.

In my previous role at [Your Previous Company], I successfully [mention any relevant experience, achievements or skills that relate to the job]. This experience has equipped me with [specific skills or knowledge relevant to the job], making me a suitable candidate for this position. I am particularly drawn to [reason why you are interested in the company/role], and I believe that my skills in [mention specific skills/experiences] align well with the values of [Company's Name].

Enclosed is my resume, which provides further details regarding my qualifications. I look forward to the opportunity to discuss how I can contribute to [Company's Name] in more detail. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]