

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

[Recipient Name]  
[Recipient Title]

JGL

[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to [state your purpose: apply for a position, express interest in collaboration, etc.].

[Introduce yourself briefly and provide context or background relevant to JGL].

I am particularly drawn to JGL because [mention specific aspects of the company that interest you or align with your goals].

[Elaborate on your skills, experiences, or proposals that make you a suitable candidate for the position or collaboration].

I would appreciate the opportunity to discuss [mention any specific points or projects you'd like to address] at your convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,  
[Your Name]