

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

[Recipient Name]
[Recipient Title]

KBR, Inc.

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

Dear [Recipient Name],

I am writing to express my intent to [briefly state the purpose, e.g., apply for a specific position, propose a collaboration, etc.] with KBR, Inc. I have a background in [your field/industry] and am keen to contribute to [specific project or value relevant to KBR].

My experience includes [briefly outline relevant experience or achievements]. This aligns well with KBR's mission to [mention KBR's objectives or values that resonate with you].

I am particularly impressed by [specific KBR project or initiative], and I believe that my skills in [specific skills or areas of expertise] will be beneficial in achieving [specific goals related to KBR].

I would welcome the opportunity to discuss this further and explore how we can collaborate effectively. Thank you for considering my intent, and I look forward to your response.

Sincerely,
[Your Name]