

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

[Recipient Name]
[NTPC Limited]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for NTPC Recruitment

I am writing to express my interest in the [specific position] as advertised on [where you found the job listing]. With my educational background in [Your Degree] and [number of years] years of experience in [Your Field/Industry], I believe I am a suitable candidate for this role. In my previous position at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with [mention skills relevant to the NTPC position].

I am particularly drawn to NTPC due to [specific reason related to the company or position], and I am eager to contribute to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of NTPC.

Sincerely,
[Your Name]