

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific engineering position] at NTPC, as advertised on [where you found the job listing]. With a [Your Degree] in [Your Engineering Discipline] from [Your University] and [number of years] of experience in [relevant field or industry], I am confident in my ability to contribute effectively to your team.

Throughout my career, I have demonstrated my expertise in [mention relevant skills or technologies], which I believe aligns well with NTPC's commitment to excellence in energy production and sustainability. My role at [Your Previous Company] involved [briefly describe your responsibilities and achievements related to the position you are applying for].

I am particularly drawn to NTPC because of [mention something specific about NTPC that appeals to you, such as their projects, values, or achievements]. I am eager to bring my skills in [specific skills] to your team and support [mention specific goals related to the job or company]. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]