

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

Human Resources Department  
NTPC Limited  
[Company Address]  
[City, State, Zip Code]

Dear Hiring Manager,

I am writing to express my interest in the [specific position name] at NTPC Limited, as advertised on [where you found the job listing]. With a [degree/qualification] in [your field of study] and [number] years of experience in [relevant experience or skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Last Company], I [describe a relevant experience or achievement that showcases your skills]. This experience has equipped me with the ability to [mention any specific skills or expertise that relate to the job].

I am particularly drawn to NTPC because of [mention something specific about the company that appeals to you, such as their projects, values, or achievements]. I am excited about the opportunity to bring my background in [your field] to your esteemed organization and to contribute to [mention any specific goals or projects of the company].

Enclosed is my resume, which provides further detail about my qualifications. I am looking forward to the possibility of discussing my application in more detail and am available at your earliest convenience for an interview.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]