

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my interest in the [specific position] recently posted within our team. Over the past [duration] in my role as [your current position], I have been dedicated to contributing to our team's success by [briefly mention key contributions or achievements]. I believe my experience in [specific skills or areas relevant to the new position] has prepared me well for this opportunity.

I am excited about the possibility of taking on new challenges and responsibilities. I am confident that my [mention any relevant skills or attributes] would allow me to make a positive impact in this role.

Thank you for considering my application. I look forward to the opportunity to discuss my interest further.

Sincerely,  
[Your Name]