

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

Dear [Employer's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to express my interest in a job placement opportunity for persons with disabilities within [Company/Organization Name]. I have a strong desire to contribute to a team that values inclusivity and diversity. I hold a [Your Degree/Certification] and have experience in [Your Work Experience/Field]. Despite the challenges posed by my disability, I have developed strong skills in [list relevant skills] that I believe would be an asset to your team.

I am particularly drawn to [Company/Organization Name] because [mention something specific about the company that appeals to you]. I am eager to bring my skills and passion to your organization and contribute to your ongoing commitment to diversity and inclusion.

I would appreciate the opportunity to further discuss how I can be a valuable part of your team. Thank you for considering my application. I look forward to the possibility of working together.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]