

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

Dear [Recipient Name],

I am writing to express my interest in the Quality Assurance (QA) position listed on [where you found the job posting] at [Company Name]. With a background in [your relevant experience or education], coupled with my passion for ensuring product quality, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with [list any relevant skills or tools used in QA], making me a strong candidate for this position. I am particularly impressed with [mention something specific about the company or its products] and believe my skills align well with your goals.

I am enthusiastic about the possibility of discussing how my experience and skills can contribute to [Company Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]