

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With a strong background in accounting and expertise in QuickBooks, I am confident in my ability to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant accomplishment or responsibility that demonstrates your skills with QuickBooks]. This experience has equipped me with [specific skills or qualities relevant to the job], which I believe align well with the requirements of the [Job Title] position.

I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am excited about the possibility of bringing my unique expertise to your organization and helping [Company's Name] achieve its goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to your team.

Sincerely,  
[Your Name]