

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in the [specific position] at [Company's Name] and to request an interview to discuss how my skills align with the needs of your team.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or position]. I believe my experience in [your relevant experience] would contribute positively to your team.

Could we schedule a time to discuss this opportunity further? I am available at your convenience and look forward to the possibility of working together.

Thank you for considering my request.

Best regards,

[Your Name]