

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my interest in the [Job Title] position at [Company Name], as advertised [where you found the job listing, e.g., on your website]. I believe my skills and experiences align well with the requirements of this role.

I would appreciate the opportunity to discuss my application in more detail and explore how I can contribute to your team. Please let me know if you are available for an interview at your convenience.

Thank you for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]