

[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],

**\*\*Key Point:\*\***

[Briefly state the main point of your letter, such as the position you are applying for and how you found out about it.]

**\*\*Kicker:\*\***

[Provide a compelling statement or hook that highlights your qualifications, enthusiasm, or unique skills relevant to the position.]

**\*\*Closing:\*\***

[Wrap up your letter by reiterating your interest in the position and expressing your desire for an interview. Thank the recipient for their time.]

Sincerely,  
[Your Name]