

[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]