

[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 sincere gratitude for considering my application for the [Job Title] position at [Company Name]. I am very excited about the opportunity to discuss how my skills and experiences align with the goals of your team.

I would appreciate the chance to schedule an interview at your convenience. I am flexible with my availability and can accommodate your preferred dates and times. Please let me know what works best for you, and I will be more than happy to adjust my schedule accordingly.

Thank you once again for this opportunity. I look forward to the possibility of discussing my application further.

Warm regards,

[Your Name]