

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Hiring Manager's Name],  
I am writing to express my interest in the Customer Support role at [Company's Name] as advertised on [where you found the job posting]. With my passion for helping customers and my background in [relevant experience or skill], I am excited about the opportunity to contribute to your team.

In my previous position at [Your Previous Company], I developed strong communication and problem-solving skills by assisting customers with their inquiries and resolving issues efficiently. I am committed to providing a positive customer experience and am adept at [specific tools or techniques you use relevant to the job].

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values]. I believe that my proactive approach and dedication to customer satisfaction would be a great fit for your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of [Company's Name].

Sincerely,  
[Your Name]