

[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],

I hope this letter finds you well. I am writing to submit my application for the [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. Please find my CV attached for your review.

I am excited about the opportunity to contribute to [Company's Name] with my skills and experience in [Your Field/Expertise].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]