

[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 express my interest in the [Job Title] position at [Company's Name], as advertised on [where you found the job listing]. Please find attached my CV for your consideration.

I believe my background in [Your Field/Industry] and my experience in [Mention Relevant Experience/Skills] make me a strong candidate for this role. I am eager to contribute to [Company's Name] and support your team's objectives.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Sincerely,  
[Your Name]