

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

Dear [Supervisor's Name],

I hope this letter finds you well. I am writing to formally express my interest in the Supervisor position that has recently become available within [Company's Name]. With my background in [Your Relevant Experience or Qualifications], I am eager to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention any relevant responsibility, achievement or project that aligns with the new role]. This experience honed my skills in [mention key skills related to supervising, e.g., leadership, team management, communication], making me well-suited for the supervisor position.

I am particularly drawn to this role because [mention specific reasons related to the company or position, demonstrating your knowledge and passion for the role]. I believe my proactive approach and proven track record in [specific areas] align with the goals of [Company's Name].

I would appreciate the opportunity to discuss how my experience and vision can contribute to the success of [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]