

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

Dear [Employer's Name],

I am writing to express my interest in the typing position advertised on [where you found the job listing]. With my strong typing skills and attention to detail, I believe I would be a valuable addition to your team.

I have [number] years of experience in [related field/position], where I honed my ability to produce high-quality documents efficiently. I am proficient in [specific typing software/tools] and have a typing speed of [your typing speed] words per minute.

I am excited about the opportunity to contribute to [Company's Name] and am looking forward to discussing how my skills align with your needs.

Thank you for considering my application.

Sincerely,

[Your Name]