

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 am confident in my ability to contribute effectively to your team at [Company's Name].

I have [number] years of experience in typing and data entry, where I have honed my ability to accurately transcribe information while maintaining a high level of productivity. My proficiency in [specific software or tools] and my commitment to meeting deadlines make me an ideal candidate for this role.

I am particularly drawn to [Company's Name] because [reason related to the company or its values]. I am eager to bring my skills and dedication to contribute positively to your organization.

Thank you for considering my application. I look forward to the opportunity to further discuss how I can be an asset to your team.

Sincerely,  
[Your Name]