

[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 listed at [where you found the job posting]. With my strong typing skills and attention to detail, I am confident in my ability to contribute effectively to your team.

I have [mention your relevant experience or skills], which has equipped me with the necessary skills to excel in this role. I am proficient in [list relevant software or typing systems] and can type at a speed of [your typing speed] words per minute with high accuracy.

I am excited about the opportunity to bring my unique skills to [Company's Name] and help support your team's goals. I look forward to the possibility of discussing my application further.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]