

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]

[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

[Introduction: Briefly introduce yourself and state the purpose of the letter.]

[Body: Elaborate on your experience, skills, and why you would be a good fit for the role or project.]

[Conclusion: Summarize your enthusiasm for the opportunity and suggest a follow-up or a meeting to discuss further.]

Thank you for your consideration.

Sincerely,  
[Your Name]