

[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 hope this message finds you well. I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. Given my background in [Your Field/Industry] and my skills in [relevant skills], I believe I would be a valuable addition to your team.

Due to unforeseen circumstances, I am seeking immediate employment. I am eager to contribute quickly and effectively to your organization. I have attached my resume for your review, which outlines my relevant experience and accomplishments.

I am available for an interview at your earliest convenience and look forward to the opportunity to discuss how my skills and experiences can contribute to the success of [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]