

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

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to express my urgent interest in the [Job Title] position that was recently advertised on [where you found the job posting].

With my background in [Your Field/Industry] and experience in [specific skills or experiences relevant to the job], I am confident in my ability to contribute positively to your team. I understand the importance of filling this role promptly and would be available to start as soon as possible.

I would appreciate the opportunity to discuss how my qualifications align with the needs of [Company Name]. Thank you for considering my application. I look forward to your prompt response.

Sincerely,
[Your Name]

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am reaching out to urgently apply for the [Job Title] position that I recently came across. With [X years] of experience in [relevant experience], I believe that I am uniquely qualified for this role.

Due to [brief statement on urgency, e.g., "my current job ending soon"], I am eager to move forward quickly and would love the opportunity for an interview at your earliest convenience.

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

Best regards,
[Your Name]