

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the VFS position at [Company Name] as advertised [where you found the job listing]. With my background in [related experience or field], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I was responsible for [specific responsibilities or accomplishments related to VFS]. This experience honed my skills in [relevant skills], which aligns well with the requirements of the VFS position.

I am particularly drawn to this opportunity at [Company Name] because of [specific reason related to the company or team]. I admire [something about the company's mission, values, or projects] and believe my skills in [specific skills] would be valuable in supporting your goals.

Enclosed is my resume for your review. I am excited about the opportunity to discuss how my experience and enthusiasm can benefit [Company Name].

Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,  
[Your Name]