

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

Dear [Recipient Name],

I am writing to express my interest in the Vice President of Sales position at [Company Name] as advertised [where you found the job listing]. With over [number] years of experience in sales leadership and a proven track record of driving substantial revenue growth, I am excited about the opportunity to contribute to your team.

In my previous role as [Your Previous Job Title] at [Your Previous Company], I successfully [briefly describe a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to lead sales strategies, develop high-performing teams, and foster relationships with key clients.

I am particularly impressed by [mention a specific aspect of the company or its mission], and I believe my background in [specific skills or experiences] aligns well with your goals for continued growth and market expansion. I am eager to bring my expertise in [mention specific areas] to [Company Name] to help drive sales performance and strategic direction.

I look forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application. I am eager to contribute my experience and vision to [Company Name].

Sincerely,  
[Your Name]