

[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 [specific position] at [Company Name]. With my background in [your background/experience], I believe I would be a great fit for your team.

I have [mention relevant experience or skills], and I am particularly drawn to this position because [reason related to the company or role]. I am excited about the opportunity to contribute to [specific project or goal of the company].

Enclosed is my resume for your consideration. I look forward to the possibility of discussing this exciting opportunity with you. Thank you for your time and consideration.

Sincerely,
[Your Name]