

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for [XDR Position/Program]

I am writing to formally apply for the [XDR position/program] as advertised [mention where you found the listing, e.g., on your website, in a job fair, etc.].

[In the first paragraph, introduce yourself and briefly state your purpose for writing.]

[In the next paragraph(s), provide details about your background, experiences, and qualifications that make you a suitable candidate for the XDR position/program. Highlight relevant skills and experiences.]

[In the closing paragraph, express your enthusiasm for the opportunity and your willingness to discuss your application further. Thank the recipient for their consideration.]

Sincerely,

[Your Name]