

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the XDR position at [Company/Organization Name] as advertised on [source of job listing]. With my background in [your field/experience], as well as my skills in [specific skills relevant to the position], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company/Organization], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with a deep understanding of [related field or skill], which I believe is vital for the XDR position.

I am particularly drawn to this role at [Company/Organization Name] due to [something specific about the company or its projects/goals] and I am eager to bring my expertise in [mention relevant technologies or methodologies] to drive success in your organization.

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company/Organization Name]. Thank you for considering my application.

Sincerely,
[Your Name]