

**\*\*[Your Name]\*\***

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**\*\*[Recipient's Name]\*\***

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

---

**\*\*Subject: [Subject of the Cover Message]\*\***

---

**\*\*Dear [Recipient's Name],\*\***

1. **\*\*Introduction:\*\***

- Briefly introduce yourself and the purpose of the message.

2. **\*\*Body:\*\***

- Highlight your qualifications or experiences relevant to the position or topic.

- Discuss your interest in the company or organization.

3. **\*\*Conclusion:\*\***

- Express your eagerness to discuss further and thank the recipient for their time.

- Include a call to action if necessary (e.g., looking forward to an interview).

**\*\*Sincerely,\*\***

[Your Signature (if sending a hard copy)]

[Your Printed Name]

---

**\*\*Attachments:\*\***

- [List any documents you are including, e.g., resume, portfolio]