

[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 hope this letter finds you well. I am writing to express my interest in the [specific position or opportunity] with [Company/Organization Name], as advertised on [where you found the listing].

With a background in [Your Field/Area of Expertise] and [number] years of experience in [related experience or skills], I am eager to contribute to [specific goal or mission of the company]. My previous roles have equipped me with [mention any relevant skills or accomplishments that align with the position].

I am particularly drawn to [Company/Organization Name] because [specific reason related to the company's values, projects, or culture]. I believe my [specific skills or experiences] align well with your needs.

Enclosed is my CV for your review. I would appreciate the opportunity to discuss further how I can contribute to your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Warm regards,

[Your Name]

[Attachment: CV]