

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to address an employment gap in my resume and provide context to my professional journey.

Between [Start Date] and [End Date], I was not employed due to [brief explanation, e.g., personal reasons, caregiving, pursuing further education, etc.]. During this time, I [mention any relevant activities, such as volunteering, freelancing, or acquiring new skills] that not only kept me engaged but also enhanced my abilities relevant to this position. I am excited about the opportunity to bring my skills in [specific skills or experiences related to the job] to [Company's Name]. I believe my background and my commitment to professional growth align well with the values of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name].

Sincerely,  
[Your Name]