

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in [position name] at [Company Name].
With a background in [your field/expertise], I am eager to contribute to
your team.

I have [specific experience or skill relevant to the job], which I
believe aligns well with your requirements. I am particularly drawn to
[mention any specific aspect of the company or job that excites you].

Thank you for considering my application. I look forward to the
opportunity to discuss my qualifications further.

Sincerely,
[Your Name]