

[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]

Hi [Employer's First Name],
I hope this message finds you well! I wanted to drop you a note to express my interest in the [Job Title] position at [Company's Name] that I came across.

I've been following [Company's Name] for a while now and truly admire [specific aspect of the company or its culture]. With my background in [Your Field/Industry] and my passion for [related interest or skill], I think I'd be a great fit for your team.

I have experience in [relevant experiences or skills], and I'm excited about the opportunity to bring my strengths to [Company's Name]. I believe I can contribute by [specific ways you could help the company]. I'd love to chat more about this opportunity and see how I can help out. Looking forward to hearing from you!

Best,
[Your Name]