

Your Name

Your Address

City, State ZIP Code

Email

Phone Number

Date

Recipient Name

Recipient Title or Department

Company Name

Company Address

City, State ZIP Code

Subject: Employment Request

Dear Recipient Name :

Introduce yourself and state the purpose of your letter.

Explain your qualifications and why you are interested in this position or company.

Express your hope for further communication and thank the recipient.

Sincerely,

Your Name