

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Company Name].

[Insert a brief paragraph stating your relevant experience, skills, or qualifications.  
You may also express enthusiasm for the role and the company.]

Thank you for considering my application. I have attached my resume for your review.  
I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]

[Your Email]

[Your Phone Number]