

Your Name
Address Line 1
Address Line 2
Email: your.email@example.com
Phone: (123) 456-7890

Date: Month DD, YYYY

Recipient Name
Recipient Title
Company Name
Company Address Line 1
Company Address Line 2

Re: Application for [Position Title]

Dear [Recipient Name],

I am writing to express my interest in the [Position Title] position at [Company Name] as advertised. With my background in [Relevant Field/Skill], I am confident in my ability to contribute effectively to your team.

[Paragraph with summary of qualifications and experience relevant to the position.]

[Paragraph describing your interest in the company and role, and how you align with their values/goals.]

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

Sincerely,

[Your Name]