**NAME**

YOUR EMAIL | YOUR PHONE#

DATE

COMPANY

ADDRESS1

CITY, PROVINCE, POSTAL

Re: JOBTITLE

To SAL FNAME LNAME,

INTRO with TEAM at COMPANY.

BODY1

BODY2

BODY3 with JOBDESCRIP.

I look forward to meeting with you and other members at COMPANY to discuss my suitability for this position. I can be contacted PERSONAL.

Sincerely,

YOUR NAME