

Your Name
Your Address
City, Country
Email Address
Phone Number
February 17, 2025

Recipient Name
Company Name
Company Address
City, Country

Subject: Application for [Position Name]

Dear [Recipient Name],

I am writing to express my interest in the [Position Name] role at [Company Name]. [Brief introduction about why you are applying and what makes you a good candidate.]

[Main body: Explain your relevant experience, skills, and why you are the perfect fit for this role. Keep it concise.]

I would welcome the opportunity to discuss my application further. Please find my resume attached. Thank you for your time and consideration.

Sincerely,
Your Name