Your Name  
Your Address  
Your Email Address | Your Mobile Number

**Date**

**Hiring Manager/Contact Person’s Name**  
Company Name | Company Address  
Hiring Manager's Email Address

**RE: [Name of Position/Vacancy – Include Vacancy Number if Applicable]**

**Dear [Hiring Manager’s Name or Sir/Madam],**

I am excited to apply for the [position name] at [company name]. As an experienced [your expertise], I believe my skills and passion for [industry/field] make me a strong candidate for this role. [Company name] has been a leader in [industry/field], and I have long admired your commitment to [specific aspect related to the company]. I am eager to contribute my [specific skill or experience] to support your team and be part of [company name’s] impact in [industry/field].

In my [previous/current] role as a [job title] at [your previous/current employer], I [describe a relevant achievement]. This experience sharpened my [specific skills] and demonstrated my ability to [mention the impact you made, using numbers or results where possible]. A few highlights include:

* [Achievement 1]: Achieved [specific result or outcome], demonstrating [key skill].
* [Achievement 2]: Improved [process/metric] by [percentage/number], which led to [positive result].
* [Achievement 3]: Led a team of [number] in [specific project/task], resulting in [achievement].

Thank you for considering my application. I am truly excited about the opportunity to join the [company name] team. Your commitment to [specific aspect] is deeply inspiring, and I believe my [values/qualities] would make me a valuable addition.

I look forward to hearing from you.

Yours sincerely,

**[Your Name]**