

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Application for Director Role

Dear [Recipient's Name],

I am writing to formally submit my application for the Director role at [Company's Name] as advertised on [where you found the job listing]. With a strong background in [your relevant experience or field], I am excited about the opportunity to contribute to your organization.

I have [number] years of experience in [related field/position], and my skills in [mention key skills relevant to the role] have prepared me well for this position. I am particularly drawn to [specific aspects of the company or role that interest you], and I believe my expertise aligns perfectly with your needs.

Please find my resume attached for your review. I would welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of [Company's Name]. Thank you for considering my application.

Sincerely,

[Your Name]