

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Strategic Business Development position at [Company Name] as advertised on [where you found the job listing]. With [number] years of experience in business development and strategic planning, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [briefly describe a relevant achievement]. This experience honed my skills in [mention relevant skills], which I believe would be beneficial for [Company Name].

I am particularly impressed by [something notable about the company or its achievements], and I am eager to bring my background in [mention relevant experience or skills] to [Company Name] to help achieve your strategic goals.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my experience and skills align with the needs of your team. I am happy to provide any further information required and hope to hear from you soon.

Sincerely,

[Your Name]