

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 [Position Title] opening within our team as advertised on [where you found the opening]. Having been a part of [Current Department/Team] for [duration], I have developed a strong understanding of our operations and I am excited about the opportunity to contribute even further in this new role.

During my time at [Company Name], I have [mention any relevant experience, skills, or projects]. I believe that my [specific skills or experiences related to the new position] make me a great fit for this role. I am particularly drawn to this position because [mention reasons related to the role or company's goals].

I look forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application. I am eager to bring my expertise to [new position] and support [Company/Department] in achieving its goals.

Sincerely,  
[Your Name]