

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to express my enthusiasm for the [Job Title] position I recently applied for at [Company's Name]. I wanted to take a moment to address a concern you may have regarding my qualifications.

While I understand that my experience and education may suggest that I am overqualified for this role, I wish to reassure you of my genuine interest in this position. My primary motivation is to contribute to [Company's Name] and to further develop my skills in a challenging, yet supportive environment.

I believe that my extensive background can be an asset to your team and that I can bring valuable insights while also learning from those around me. I am excited about the opportunity to work with [Company's Name] and to help drive its success.

Thank you for considering my application. I look forward to the possibility of discussing my qualifications further.

Sincerely,

[Your Name]