

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 [Job Title] position listed at [Company Name]. I am excited about the opportunity to contribute my skills and experience to your team.

Due to recent family needs, I will be relocating to [City/State] soon. I am eager to find a position that not only allows me to advance my career but also accommodates this significant life change. I believe that my background in [Your Field/Industry] along with my commitment to [specific skills or values related to the job] would make me a valuable addition to your team.

Enclosed is my resume for your review. I would be thrilled to further discuss how my experiences and goals align with the needs of [Company Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

Your Name