

[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 am writing to express my interest in the temporary position available at [Company's Name]. With a background in [Your Field/Industry] and a proven track record of [Relevant Experience/Skills], I am excited about the opportunity to contribute to your team.

During my previous role at [Previous Company Name], I successfully [Highlight an Achievements or Responsibility relevant to the temporary role]. This experience has equipped me with the skills necessary to effectively assist your team during this temporary period.

I am particularly drawn to this position because [Brief Reason for Interest in the Company/Position]. I believe that my ability to [Relevant Skill or Trait] aligns well with the needs of your organization.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team during this temporary assignment.

Sincerely,

[Your Name]