

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the media career advancement opportunity within [Company's Name] as advertised [where you found the opportunity]. With [number] years of experience in the media industry, I am excited about the possibility of contributing to your esteemed team.

Sincerely,

[Your Name]