

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Data Research Analyst position at [Company's Name] as advertised on [Where you found the job listing]. With a background in data analysis and research methodologies, I am confident in my ability to contribute effectively to your team.

Sincerely,

[Your Name]