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# Business Cover Letter Format

[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],

Introduction: State your purpose for writing and your interest in the company.

Body Paragraph 1: Discuss your main qualifications, experiences, and how they align with the job's requirements.

Body Paragraph 2: Explain why you're a good fit for the company, mentioning any relevant achievements or projects.

Conclusion: Reiterate your enthusiasm, provide a call to action, and express hopes for further discussion.

Warm regards,

[Your Name]