
Business Cover Letter for Proposal Example

[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 eager to apply for the [specific position] at [Company Name]. My background in [specific skills or sectors] makes me an excellent fit for this role.

At [Former Company], I spearheaded [specific achievement]. I am confident that I can bring similar results to [Company Name].

I look forward to the possibility of contributing to your esteemed team.

Warm regards,

[Your Name]