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# General Business Cover Letter Example

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

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

Dear [Recipient's Name],

With a diverse background spanning multiple facets of business, from [specific experience, e.g., "sales to operations"], I am excited to explore how my wide-ranging expertise can benefit [Company Name or intended purpose].

Thank you for considering my proposal/application.

Best,

[Your Name]