
Sample Business Cover Letter 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 writing to express my interest in [specific position or purpose]. With a background in [relevant field or study], I believe I am well-suited to bring value to [Company Name or the intended purpose].

Thank you for considering my application.

Warm regards,

[Your Name]