Short Simple Letter of Interest

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

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

**Dear [Recipient's Name],**

I am writing to express my interest in [specific position, department, or area of work] at [Company Name]. With a background in [your field or area of expertise], I am eager to bring my skills and passion to your team.

I admire [Company Name] for its [mention what you admire about the company], and I believe my experience with [mention a relevant skill or project] would make a valuable contribution to your [specific project, team, or goal].

I would welcome the opportunity to discuss how my qualifications can meet the needs of [Company Name] and contribute to its success. Please find my resume attached for more information on my background.

Thank you for considering my letter of interest. I look forward to the possibility of discussing this exciting opportunity with you.