[Today’s Date]

[Hiring Manager’s Name]

Address line 1  
Address line 2  
Address line 3  
Post code  
Mobile number  
Email address

Dear [Mr, Ms. Mrs.] [Hiring Manager’s surname],

I’m excited to be writing to you to apply for the position of [x] you are advertising on the Your Next Move website.

My background in [x] / current role as [x] / training in [x] / [x] years experience mean I would be the perfect candidate for this role.

I have no doubt that my experience / enthusiasm would be an asset to the team. I am available for interview and can be contacted using the details above.

Sincerely

[Name]