April 13, 2020

Salutation Contact Full Name

Title

Company

Mailing Address

City, State Zip

Dear Salutation Contact Last Name (or Hiring Manager if no name is provided):

State how you know this person or who told you about them and how there is a connection between you, the person who referred you and the recipient of the letter.

State the specific reason you are writing, the events that have led to the letter or call and how you want them to help you.

Send them any information that will help them help you. It may be a resume. Ask if you can call them and if the timetable for your call is convenient.

Sincerely,

Your Full Name

Enclosure