Date

To

Recipient Name

Title

Dear John,

I had enclosed my resume with this letter as you had requested. I had worked at company TRG for almost a period of 7 years. I had worked there in the capacity of product developer. I had been responsible for suggesting any improvisations in the current market product launched by the company and addressing any issues if required. My work demanded me to interact with different individuals which have shaped me as an individual who can work easily adjust to different working environments.

Hope to meet you soon to give you a detailed overview of my qualifications.

Regards,

Smith Will.

Title