**LETTER TEMPLATE  
BUSINESS ANALYST COVER LETTER**

**[Date]**

**[Full Name]**

**[Physical Address]**

**[Telephone Number]**

**[Email Address]**

Subject: Application for the position of Business Analyst.

Dear **[Recipient’s Name]**,

I am writing to apply for the position of business analyst as advertised in **[where you saw the advertisement]**. My training, passion for data and business solutions, and my keen eye for detail make me a perfect fit for the position. I am eager to become a valued member of **[company]**.I have a **[qualification]** from **[institution]**, **[location of institution]**, and **[number of years]** years of experience turning data into business solutions. As per the requirements for the position at **[company]**, you will notice in my resume that I **[mention skills, competencies, or experiences that answer directly to the requirements listed in the job posting]**.

In my previous role as a business analyst at **[company]**, I **[discuss your core responsibilities]**. In **[year]**, I lead a team **[talk about a major accomplishment]**. Experience has taught me to **[what have you learned]**.I am thrilled to be applying to **[company]** because I admire your **[name two or three things you know about the company in general that you like]**. As a business analyst, my commitment to the highest standards of accuracy and accountability will be of the greatest benefit to **[company]**.

Please find my resume attached. Feel free to contact me via email or phone call if I can be of any further service.

Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,

**[Your Name]**