**TO WHOM IT MAY CONCERN**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

**[Name of recipient]**

**[Title]**

**[Company]**

**[Address]**

**[City, St. Zip]**

Dear **[Name of Recipient],**

My name is Jane Smith, and I recently applied for the Project Manager opening at your company. I wanted to take this time to formally introduce myself to you and your staff. And I am excited about this opportunity. I am sure that my background and skills will make me an ideal candidate for this position and your company. Would it be possible for us to set up an appointment to meet this week? I would love to get to know you and discuss what I plan to bring to your organization.

If you have any questions, please feel free to contact me at any time. Thank you for your time, and I look forward to speaking with you.

Best Regards,

**[Yours signature]**

Jane Smith