**Temporary to Permanent Cover Letter Example**

Name  
Street no.  
City, State |Code  
xxx-xxx-xxxx  
example@email.com

Date

Recipient Name  
Marketing Manager  
ABCD Company  
Street no.  
City, State |Code

Dear Mr. Last Name,

Application for the temporary to permanent role of NAME OF POSITION

I would like to be considered for the role of NAME OF POSITION that you have been advertising WHERE and WHEN. Please find enclosed my up to date CV detailing my skills and experiences.  
I am currently working in a temporary role doing WHAT and my current contract is coming to an end and I am seeking a more long term career and this temporary to permanent role that you have got advertised is what I am looking for.  
I have been working as NAME what and focus on the relevant aspects of your skills and experiences in relation to what the company are looking for.  
Having done some research into your company, I am very interested in this role and the vision you have for the future and I would very much like the opportunity to discuss this with you further.

Thank you for taking the time to read my application, I look forward to hearing from you in due course.

Yours sincerely  
NAME SURNAME