

November 23, 2013

Dear Mr. [Name],

I am writing to you regarding the [Project Name] project.

The [Project Name] project is currently in the [Phase] phase.

We are looking for [Role] to join our team.

If you are interested, please send us your resume.

We will contact you if we are interested in your application.

Thank you for your interest in [Company Name].

Sincerely,
[Name]

[Signature]

[Address]

[City, State, Zip]

[Phone Number]

[Email Address]

[Website]

[Social Media]

[Footer]