**Sample Letter of interest:**

All said and done, [let us attempt writing a sample letter of interest](https://templatelab.com/letter-of-interest/) keeping all the discussed factors in mind. Again, remember that this letter of interest should be formatted, clear, and up to the point. Here, consider this letter of interest written below:

*Your name*  
*Address*  
*E-mail*  
*Cell phone number*

Date:  
*Name of the recipient*  
*Recipient’s designation*  
*Company name*  
*Contact address of the company*

Dear Mr. / Mrs. (Recipient’s name),

I have been following your company’s achievements and success with eager zeal all the while knowing that your company is a pioneer in adopting new technologies and advancements. And this is precisely why I feel that my knowledge and acquired skills can be put to perfect use in the global progress of your company.

I am interested in working for your company and I hope that you would surely consider me for a position in \_\_\_\_\_ department. I have qualifications fit enough to fill the above role and I assure you that with my qualifications coupled with hard work I will exceed your expectations.

1. List of qualifications.  
2. List of qualifications.

I want to prove that I will be an asset to your company in this field as I am experienced in it and I am confident that my skill levels could be put to use to benefit your company. I have worked exceedingly well in maintaining an exemplary record of achievements and the projects that I have coordinated with have been appreciated and well-received.

I would like to work in your company and add some more accomplishments to my list of achievements as stated below:

1. List of achievements.  
2. List of achievements  
3. List of achievements.

I would like to seek opportunities to work in your organization and would welcome communication with you to put forth my views and qualifications for future reference. You could contact me at the address provided and I would be expecting a positive reply from you.

*Sincerely,*

*Your full name.*