[Your Name]

[City, State] | [Phone] | [Email] | [LinkedIn URL, optional]

[Date]

Dear [Owner's or manager's name],

I am applying for the [job title] role at [Company]. [One specific thing you know about what the business does or a problem it is solving, and why it matters to you as someone who would do this job.]

In my current role at [employer] I [a result that matches what a small team needs most, often range: several jobs at once, with a number].

A small team needs someone who [what you would take off their plate, specifically], and I have [evidence: the time you did that].

I would like to come in and talk about [the most pressing part of the role]. I am available [days or times].

Sincerely,
[Your Name]