TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Formal Business Letter

Dear **[Name],**

I am writing to apply for the position of **[Name]**  at the **[Name].** I was delighted to see an advertisement for the position on LinkedIn’s database. It seems like a great fit for my skills and experience level.

I have five years of experience working in the catering industry in chef roles like this one. My most recent position was as a **[Position Name]** at a busy restaurant in **[Name].**

I was responsible for running the kitchen by myself when the head chef was away and gained a lot of experience cooking under pressure. It was a very exciting work environment, and I think it would be good preparation for this role.

I have attached my CV with this letter for your consideration. Thank you for taking the time to read my application, I hope to hear from you soon.

Yours sincerely

**[Name]**