Cover Letter Address Template

[Full Name]

[Email Address]

[Contact Number]

[LinkedIn Profile/website link]

[Date]

[Name of the Company or Institution receiving your cover letter]

[Subject Line]

Dear [Hiring Manager/preferably the recipient’s last name],

[Body of Cover Letter]

**[NB: Please delete the “Cover Letter Address Template” heading in red at the top of this page, and the footer below before submitting your cover letter!]**