

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [Position Title] role at [Company Name], as advertised on [where you found the job posting]. With my strong background in [your professional field/skillset], I am excited about the opportunity to contribute to your team.

I would like to address an employment gap on my resume from [Month, Year] to [Month, Year]. During this period, I chose to step away from the workforce for personal reasons that required my full attention. Although this was a difficult decision, it allowed me to manage important matters effectively and gain a new perspective. I want to assure you that my commitment to my profession remains strong, and I have actively sought to keep my skills current through [mention any relevant courses, certifications, volunteer work, or freelance projects you undertook during this time].

Throughout my career, I have demonstrated [mention key skills or achievements relevant to the job], and I am eager to leverage my experience at [Company Name]. I am confident in my ability to quickly re-integrate into the workforce and make a meaningful contribution to your team.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications further and demonstrate my readiness to succeed in this role.

Sincerely,
[Your Name]