James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub- Leasing agent cover letter.

Respected Sir/Madam

With great enthusiasm, I am writing this letter to your esteemed company that is [mention the name of the company] to the letter you know that I am interested in the post of Leasing agent. Each and every point is read me in a proper manner; this is why I consider myself suitable for this job.

I studied at [mention the name of the institution], and from there, I got a master's degree in property management in the year of [mention the year]. After completing my education, I went to [mention the name of the institution], where I did my training. My training really helped me to enhance my skills in this field.

I got to know each and everything about this field from my training. As I got theoretical knowledge, to gain practical knowledge, I got hired in [mention the name of the company], where I worked as a leasing agent. Each and every duty, such as informing prospective tenants about the results, inspecting properties when tenants take occupation and vacant, maintaining and storing documents efficiently, and many more. I have wonderful writing and communication skills which makes me better in this job.

My resume and other necessary documents, which were mentioned in the description box, are attached to this letter. Hope to receive a call from you very soon. Thank you so much for giving me your precious time.

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]