



Cover Letter Examples

----- 77th St., Apt. -
New York, N.Y. 10075

---- E. 3rd Street Owners Corp.

----- 10, 2017

Dear Members of the Board,

Thank you very much for giving us a chance to introduce ourselves.

----- and I have been married for more than -- years and have been lucky enough to see our family grow by two in that time. ----, 7, and -----, 3, are two wonderful boys who bring a great deal of joy to our lives.

----- graduated ----- College in ---- with a degree in International Studies. After working in Communications with -----, he attended ---- School of ----- and is now a working ----- . He has been covering ----- for nearly --- years, including the last nine at -----, an online ----- for, lawmakers, and other decision-makers. While the focus on banking and finance may be surprising for someone who started in human rights, ---- found his niche there and has thrived in it.

----- graduated from ----- and ----- University's Schools of Business and _____. She has worked for almost 20 years in international development and economic empowerment, both in the US and overseas. ----- inherited about ----- this spring from her grandmother, which has allowed us to start thinking about owning our own home. This spring she decided to leave her position at ----- to seek a new challenge with another organization. She has been doing some *pro bono* consulting and expects to return to full-time paid employment soon. We recognize that a time when one is not working might seem like an odd time to make the move into home ownership, but it has proven to be an ideal opportunity to focus on apartment hunting and moving details.

When we saw the combined --- apartment at -----, it was clear that this was "the one." The boys, who have shared a room since ---- was born, will be able to have space when they (inevitably) decide they don't want to be together all the time. And we have found an apartment we can afford that we are excited about.

We're very excited to be a part of the community that has been developed at ----- . We've finally convinced ----- that the claw toy he found in the apartment doesn't come with it, but we may have to purchase one for him because he was so delighted by it. Even without the claw toy, we can't wait to help continue building the community.

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Sincerely,

----- and -----