**Raymond Green**

**🖂 Street Address, New York, NY 55900 🕿 (555) 555-5555 🖂** **[Email Address]**

**Today’s date**

Mr. Richman

JP Morgan Chase

Address, City, State, zip

**Re: Investment Banker Position**

Dear Mr. Richman,

As an investment banker with 16 years of experience, my interest was piqued upon seeing your recent ad in the Wall Street Journal.

I’m very familiar with JP Morgan Chase’s bank realty – the rented properties, owned properties, and ground leased properties – and my financial and teamwork skills will further the bank’s financial position.

My past investment banking experience has included the following areas of expertise:

* Selling and buying of companies to third parties.
* Advising concerning real estate acquisitions along with due diligence.
* A great deal of retirement investment planning and counseling.

This knowledge can be of remarkable assistance to the bank as well as to the bank’s depositors.

Having been involved with transactions in which your bank was a participant, I have constructive ideas and salient observations concerning the bank’s decisions that you may be interested in hearing to strengthen the bank’s financial standing.

Please contact me at 212-355-6666 or [Email Address] so we can discuss how I can be of help to the bank.

Sincerely,

Raymond Green