

[Your Full Name]  
[Your Phone Number]  
[Your Email Address]  
[Your Portfolio Link / LinkedIn Profile]

[Current Date]

[Hiring Manager Name]  
[Company/Agency Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Wedding Coordinator position at [Company Name]. With a proven track record of managing high-pressure events and a deep passion for creating seamless, memorable experiences, I am confident in my ability to contribute to your team's reputation for excellence.

In my previous role at [Previous Company/Experience], I successfully coordinated [Number] weddings ranging from intimate gatherings to large-scale productions. I specialize in [Specific Skill, e.g., vendor negotiations, timeline management, or floral design], ensuring that every aesthetic detail aligns with the client's vision while maintaining strict budget adherence. My approach combines meticulous logistical planning with the emotional intelligence required to support couples during one of the most important days of their lives.

I am particularly drawn to [Company Name] because of your [mention a specific project or value of the company]. I am eager to bring my expertise in [Skill A] and [Skill B] to your upcoming wedding season and help uphold the high standards of service your clients expect.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in event production and luxury client service can benefit your organization.

Sincerely,

**[Your Full Name]**