

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/Professional Website]  
[Location: City, State]

[Current Date]

[Hiring Manager Name]  
[Title]  
[Company/Flight Department Name]  
[Company Address]

Dear [Hiring Manager Name or "Chief Flight Attendant"],

**Re: Application for Corporate Flight Attendant - [Job Reference Number, if applicable]**

[Introduction: State the specific position you are applying for and why you are interested in this specific flight department or charter company. Briefly mention your total years of experience in corporate or commercial aviation.]

[Experience & Safety: Highlight your safety certifications (FACTS, FlightSafety, etc.). Discuss your experience managing cabin safety, performing pre-flight inspections, and your ability to remain calm and professional during emergency procedures or high-pressure situations.]

[Service & Hospitality: Describe your expertise in high-end culinary presentation, menu planning, and catering coordination for UHNWIs (Ultra-High-Net-Worth Individuals). Mention your attention to detail regarding cabin aesthetics and personalized passenger preferences.]

[Logistics & Discretion: Explain your proficiency in sourcing international catering, managing stock, and your commitment to confidentiality and executive privacy. Emphasize your flexibility with scheduling and international travel requirements.]

[Closing: Reiterate your enthusiasm for the role and how your background aligns with the company's standards of excellence. State your availability for an interview or trial flight.]

Sincerely,

[Your Signature]  
[Your Printed Name]