

[Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Title]
[Aviation Company/Private Principal Name]
[Address]

Dear [Hiring Manager Name/Selection Committee],

Regarding the **Executive Flight Attendant** position for [Aircraft Type, if applicable] advertised via [Source], I am writing to formally express my interest in joining your elite flight operations team.

With [Number] years of experience in [Business Aviation/Luxury Hospitality], I have cultivated a specialized skill set tailored to the unique demands of Part 91 and Part 135 operations. My background includes meticulous cabin management, gourmet menu planning, and the seamless execution of high-profile passenger services. I am proficient in maintaining the highest standards of safety and discretion, ensuring an environment that is both secure and conducive to the needs of discerning clientele.

My professional highlights include:

- [Highlight a specific certification: e.g., FACTS, Aircare FACTS, or MedAire Training].
- [Highlight a skill: e.g., Culinary plating, wine pairing, or floral arrangement].
- [Highlight an achievement: e.g., Experience with specific long-range aircraft or international oceanic crossings].

I am eager to bring my commitment to excellence and my proactive approach to [Company Name]. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience aligns with your specific operational requirements.

Sincerely,
[Full Name]