**To** Place:  
The Hiring Manager, Date:  
Company name,   
Address.

Sub: Job application for accounting position.

Dear Sir/Madam,

I am **[your name]**, I have seen your ad for the accounting position in your organization in **[Newspaper name]** dated **[date]** and I am interested to apply for this role.

My qualification is **M.B.A Finance** and I have over **2 years** of accounting experience at **[company name].**

I am proficient in Tally ERP and have hands-on experience in recording transactions of purchases, sales, payments, and receipts, preparing bank reconciliations, enhancing debit and credit notes, filing GST and TDS returns, etc.

I have attached my resume for additional information, please find it and let me know if my profile matches your position.

Looking forward to hearing from you.

Thanking you.

Sincerely,   
Your name.  
Mobile no.