

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in applying for [program, scholarship, internship, etc.] at [Organization/Institution Name]. As a [Your Year, e.g., "second-year"] student majoring in [Your Major] at [Your School], I am eager to pursue opportunities that will enhance my education and align with my career goals.

During my time at [Your School], I have developed a strong foundation in [relevant skills or fields], demonstrated through [specific experiences, coursework, or projects]. I am particularly drawn to [specific aspect of the program or opportunity], as it aligns with my passion for [related interest].

I believe that my skills in [specific skills] and my commitment to [related qualities, like teamwork or leadership] make me a strong candidate for this opportunity. I am excited about the possibility of contributing to [Organization/Institution Name] while furthering my own knowledge and experience.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Organization/Institution Name].

Sincerely,
[Your Name]