

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to enclose [briefly describe the materials you are sending, e.g., "my resume and cover letter for the job opportunity"].

Please find the enclosed materials for your review:

1. [Material 1]
2. [Material 2]
3. [Material 3]

I appreciate your time and consideration, and I look forward to your response. Please feel free to contact me if you have any questions.

Thank you for your attention.

Sincerely,

[Your Name]