

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[Recipient Address]
[City, State, ZIP Code]
Dear [Recipient Name],
I hope this message finds you well.
Please find attached [brief description of materials, e.g., "my resume
and cover letter" or "the requested documents"].
Thank you for your consideration. Looking forward to your response.
Best regards,
[Your Name]