

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

[Date]
[Recipient Name]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in [specific purpose: job application, internship, proposal, etc.] with [Agency Name]. I believe that my skills and experiences make me a suitable candidate for [specific position, program, or initiative].

[In the following paragraph(s), briefly outline your qualifications, experience, and why you are interested in the agency or position. Highlight any relevant projects, skills, or achievements that align with the agency's goals or mission.]

I am particularly drawn to [mention specific aspect of the agency or its projects]. I am eager to contribute my skills in [specific skills or areas of expertise relevant to the position or agency's work] to support [agency's mission or goals].

Thank you for considering my application. I look forward to the opportunity to discuss my application in greater detail.

Sincerely,
[Your Name]