

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
[Opening Paragraph: Introduce yourself and explain the purpose of your letter.]  
[Body Paragraph: Provide details about your experience, skills, and why you're a good fit for the position or project.]  
[Closing Paragraph: Express gratitude, state your desire for a follow-up, and include any necessary attachments.]  
Sincerely,  
[Your Name]  
CC: [CC Recipient 1's Name, Title, if applicable]  
CC: [CC Recipient 2's Name, Title, if applicable]  
CC: [CC Recipient 3's Name, Title, if applicable]