

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to apply for the [specific position or program] at [Company/Organization Name] as advertised on [where you found the advertisement]. With my background in [your field or expertise] and a commitment to [relevant values or qualities], I am excited about the opportunity to contribute to your team.

[Brief introduction about your experience, education, and skills relevant to the position/program. Use specific examples to highlight your qualifications.]

I am particularly drawn to [Company/Organization Name] because [mention specific reasons related to the company's mission, values, or projects that resonate with you]. I believe that my skills in [specific skills] will be a valuable addition to your team.

[Conclusion summarizing your interest and thanking the recipient for considering your application. Include a call to action, such as expressing your desire for an interview.]

Thank you for your time and consideration. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]