

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

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position or program] within [Company/Organization Name]. With my background in [relevant field or experience], I am eager to contribute to your team and enhance my skills in [specific skills related to the position].

[Paragraph highlighting your qualifications, experiences, or achievements relevant to the application.]

I am particularly drawn to [specific aspect of the company or program], and I believe my [specific skills or qualities] align well with the goals of [Company/Organization Name].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,  
[Your Name]