

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my interest in the [specific position, program, or opportunity] at [Organization Name].

[In this paragraph, briefly explain your background and relevant experience, emphasizing why you are a great fit for the position or program you are interested in.]

I believe that my skills in [specific skills or experiences] align well with the objectives of [Organization Name] and the key responsibilities of [position or program].

Please find attached my resume for your consideration. I look forward to the opportunity to discuss how I can contribute to [Organization Name].

Thank you for your time and consideration.

Sincerely,  
[Your Name]