

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in [specific position/program] within the [Organization/Institution Name] as advertised [where you found the position/program]. With a background in criminal justice and a passion for [specific area of interest], I am excited about the opportunity to contribute to your team.

[Paragraph 1: Introduce yourself and include your educational background, relevant experience, and why you are interested in this role/program.]

[Paragraph 2: Highlight specific skills, achievements, or experiences that make you a strong candidate. Include any relevant internships, projects, or volunteer work.]

[Paragraph 3: Discuss your career goals and how this position/program aligns with them. Mention any specific interests in the organization/institution.]

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,  
[Your Name]