

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

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

Dear [Recipient Name],

I am writing to formally apply for [Position/Opportunity Name] at [Company/Organization Name]. [Briefly introduce yourself and state your purpose for writing].

[Paragraph 2: Elaborate on your qualifications, experiences, and skills relevant to the position or opportunity].

[Paragraph 3: Explain why you are interested in this position/opportunity and how it aligns with your career goals].

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,  
[Your Name]