

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

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

Dear [Recipient Name],

I am writing to formally apply for the [specific position/program] at [Organization Name]. I am particularly drawn to this opportunity because [briefly explain your motivation and connection to the field or organization].

My background includes [mention relevant experience, education, or skills], which I believe aligns well with the requirements of this position. Specifically, I have [provide specific examples of your experience or achievements that relate to the position].

I am excited about the possibility of contributing to [mention specific projects, goals, or values of the organization], and I am eager to bring my expertise in [mention relevant skills or areas of knowledge] to the team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms match the needs of [Organization Name].

Sincerely,  
[Your Name]