

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

[Date]
[Recipient's Name]
[Title]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to apply for the [specific program or position] at [Company Name]. I am excited about the opportunity to contribute to [specific goals or values of the company] and believe that my background in [your field or expertise] aligns well with the objectives of your team.

My experience includes [briefly outline relevant experience, skills, or accomplishments]. I am particularly drawn to [specific aspects of the company or program] and am eager to bring my strengths in [your skills or qualities] to [Company Name].

I look forward to the possibility of discussing how my background, skills, and enthusiasms can contribute to [specific goals of the company]. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]