

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

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

Dear [Recipient Name],

I am writing to formally apply for the [EOB Program Name] program. I believe that my skills and experiences align well with the goals and requirements of this program.

I have [briefly summarize your relevant experience, skills, or education], and I am excited about the opportunity to contribute to [specific aspect of the program or organization].

Enclosed are my [resume, cover letter, or any other relevant documents].

I appreciate your consideration of my application and look forward to the possibility of discussing my application further.

Thank you for your time.

Sincerely,  
[Your Name]