

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

[Recipient's Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Expression of Interest for [Specific
Project/Position/Opportunity]

I am writing to express my interest in [specific project, position, or opportunity] as advertised [where you found the opportunity, e.g., on your website, in a job listing]. With my background in [your field of expertise] and experience in [relevant experience or skills], I am excited about the potential to contribute to [Organization Name].

My qualifications include:

- [Qualification/experience 1]
- [Qualification/experience 2]
- [Qualification/experience 3]

I am particularly drawn to [specific aspects of the organization or project] and believe that my skills in [relevant skills] align well with your goals.

I would appreciate the opportunity to discuss how my background, skills, and enthusiasms can contribute to [Organization Name]. Thank you for considering my expression of interest. I look forward to the possibility of working together.

Sincerely,
[Your Name]