

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, ZIP Code]  
Subject: Application for [Position/Grade/Program Name]  
Dear [Recipient's Name],  
I am writing to apply for [Position/Grade/Program Name] as advertised  
[mention where you found the advertisement or information]. I am  
particularly interested in this opportunity because [briefly explain your  
interest and relevant qualifications].  
I have [mention your relevant experience, skills, and education]. I  
believe these experiences have equipped me with the necessary skills to  
excel in this role.  
Enclosed are my [mention any attached documents, e.g., resume,  
certificates]. I look forward to the opportunity to discuss my  
application in further detail. Thank you for considering my application.  
Sincerely,  
[Your Name]