

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, Province, Postal Code]

Dear [Recipient Name],

I am writing to apply for [specific position/program] with the Fraser Valley Regional Library (FVRL). I am excited about the opportunity to contribute to your team and support the community.

[Briefly outline your relevant experience or qualifications related to the position/program.]

I am enthusiastic about the possibility of working at FVRL and would welcome the opportunity to discuss my application further. Thank you for considering my application.

Sincerely,  
[Your Name]