

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

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

Dear [Recipient Name],

Subject: Application for [Specific Position or Program]

I am writing to express my interest in the [specific position or program] at [organization name], as advertised [where you found the advertisement]. With a background in [your field or area of expertise] and a passion for [related interest], I am eager to contribute to your team.

During my time at [your previous organization or school], I [describe relevant experience, skills, or achievements]. This experience has equipped me with [specific skills or knowledge relevant to the position or program]. I am particularly drawn to [mention any specific aspect of the organization or position that interests you].

I am excited about the opportunity to [explain how you can contribute to the organization or how the role aligns with your career goals]. I believe my skills in [mention relevant skills] will be an asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [organization name].

Sincerely,
[Your Name]