

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the FTB application for [specific position or program name] as advertised on [where you found the job posting]. With a background in [your relevant experience or education], I am excited about the opportunity to contribute my skills and expertise to [Company/Organization Name].

Throughout my career, I have developed [specific skills or experiences related to FTB]. For instance, [briefly describe an experience or achievement that showcases your qualifications]. I believe that this experience has equipped me with a solid foundation in [relevant area or skill], which aligns well with the requirements of the [specific position or program].

I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company or its values]. I appreciate [something about the company's mission or projects] and would be thrilled to be a part of a team that [describe what you admire about the company]. I am eager to bring my [specific skills or attributes] to [Company/Organization Name], and I am confident that my proactive approach and dedication will make a positive contribution. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team.

Thank you for considering my application. I hope to discuss my application with you further in an interview setting.

Sincerely,  
[Your Name]