

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

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

Dear [Recipient Name],

Subject: Application for [Position/Program Name]

I am writing to express my interest in the [Position/Program Name] as advertised on [where you found the application]. With my background in [your relevant experience or education], I believe I would be a great fit for this opportunity.

[Paragraph introducing your qualifications, skills, and relevant experiences].

[Paragraph providing specific examples of your achievements or contributions related to the position/program].

[Paragraph explaining why you are interested in the position/program and how it aligns with your career goals].

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]