

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

[Recipient's Name]
[Recipient's Title/Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for [Specific Position or Program]

I am writing to formally submit my application for [specific position or program] with [Organization Name]. I am excited about the opportunity to contribute to [brief statement about the organization and why you are interested].

[Paragraph 1: Brief background about yourself. Include relevant experience, qualifications, and skills that relate to the position/program.]

[Paragraph 2: Highlight key achievements or projects that demonstrate your ability and suitability for the position/program.]

[Paragraph 3: Conclude with a statement reiterating your interest and a call to action, such as expressing desire for an interview or a follow-up conversation.]

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

Enclosure: [List any documents you are including with the application, if applicable]