

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

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

Dear [Recipient's Name],

I am writing to apply for the [specific position or program] at [organization's name] as advertised on [where you found the listing]. I am particularly drawn to this opportunity due to [reason for your interest in the position/program].

[Paragraph explaining your qualifications, experience, and how they relate to the position/program. Highlight specific skills and achievements.]

I believe that my background in [your field/industry] and my passion for [relevant interest] make me a strong candidate for this role. I am eager to contribute to [organization's name] and support its mission in [specific way you can contribute].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy in more detail.

Sincerely,  
[Your Name]