

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

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

Dear [Recipient's Name],

I am writing to formally apply for the [specific position or program] at [Organization's Name] as advertised on [where you found the application]. I believe my skills and experiences make me a suitable candidate for this opportunity.

[Briefly mention relevant qualifications or experiences that support your application. Keep it to 2-3 sentences.]

Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,  
[Your Name]