

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

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

Dear [Recipient's Name],

I am writing to formally submit my application for the [specific position or program name] at [Organization Name]. I am excited about the opportunity to contribute to [a brief statement about the organization or program and why it interests you].

Enclosed with this letter, you will find my application form, resume, and any additional materials required for the submission. I believe my skills and experiences align well with the qualifications sought and I am eager to bring my expertise in [mention any relevant skills or experiences].

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

Sincerely,  
[Your Name]