

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

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

Dear [Recipient Name],

I am writing to formally apply for the [specific position or program] at [Company/Organization Name]. With my background in [your field/skills], I am confident in my ability to contribute effectively to your team.

I have attached my resume and any necessary documents for your review. I am eager to discuss my application in more detail and explore how I can support [Company/Organization Name] in its mission.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]