

[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],

Subject: Application for [Position/Program/Opportunity Name]

I am writing to formally apply for the [Position/Program/Opportunity Name] at [Company/Organization Name] as advertised [where you found the listing]. I believe my background in [your field/industry] and my skills in [specific skills relevant to the opportunity] make me a strong candidate for this role.

[Briefly explain your qualifications and experiences relevant to the position, demonstrating your suitability for the role.]

I am particularly drawn to this opportunity because [explain why you are interested in this specific position or organization]. I am excited about the chance to contribute to [specific projects or goals of the organization].

I have attached my resume and [any additional documents required] for your review. I look forward to the opportunity to discuss my application further. Thank you for considering my application.

Sincerely,  
[Your Name]