

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

[Recipient's Name]  
[Title]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for [specific program or position] at [Department/Agency Name]. I am [briefly introduce yourself and your background related to the position or program].

[Paragraph 1: Explain your motivation for applying and your understanding of the program/position.]

[Paragraph 2: Highlight your relevant skills, experiences, and qualifications that make you a strong candidate.]

[Paragraph 3: Discuss any additional information or unique perspectives you bring to the application.]

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Department/Agency Name].

Sincerely,  
[Your Name]