

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific program/position] at [Company/Organization Name] as part of the International Business initiative. With my background in [your field of study or work experience] and a strong passion for global trade and international relations, I believe I am well-suited for this opportunity.

Throughout my career, I have gained valuable experience in [relevant skills or experiences], and I am eager to bring my expertise to [Company/Organization Name]. My [mention any specific experiences or projects] have equipped me with a comprehensive understanding of [specific aspects related to international business].

I am particularly drawn to [Company/Organization Name] because of [reason related to the company's mission, values, or projects]. I am excited about the possibility of contributing to [specific goals or projects of the company] and collaborating with a dynamic team dedicated to [industry-related goal].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please feel free to contact me at your convenience to schedule a conversation.

Sincerely,
[Your Name]