

[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 express my interest in [specific position, program, or opportunity] at [Company/Organization Name]. With [briefly mention your qualifications/experience], I am eager to contribute to [specific goals or projects related to the position].

In my previous role as [Your Previous Job Title] at [Your Previous Company], I [describe a relevant achievement or responsibility]. This experience has equipped me with [specific skills or knowledge relevant to the opportunity], which I believe will be beneficial for [Company/Organization Name].

I am particularly drawn to [specific aspect of the company or opportunity], and I am excited about the possibility of [explain how you can contribute or what you hope to achieve].

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

Sincerely,
[Your Name]