

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] at [Company/Organization Name]. With my background in [Your Field/Expertise] and [relevant experience or skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [briefly describe an achievement or responsibility relevant to the position]. This experience has equipped me with [mention key skills or insights relevant to the job].

I am particularly drawn to [Company/Organization Name] because [mention something specific about the company that attracts you]. I believe my skills in [specific skills or experiences] align well with the goals of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,  
[Your Name]