

[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 [specific position or program] with [Company/Organization Name]. With my background in [relevant experience or field], I believe I would be a great fit for this opportunity.

I have attached my application materials for your review. I look forward to the possibility of discussing my application further.

Thank you for considering my application.

Sincerely,

[Your Name]