

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],  
I am writing to express my interest in [specific program/job title] at [Institution/Organization Name] as advertised on [where you found the listing]. I am particularly drawn to this opportunity because [brief explanation of your motivation and interest].  
I hold a [your degree] in [your field] from [your university] and have [relevant experience or skills]. During my time at [relevant job/internship], I [describe accomplishments or responsibilities that relate to the position]. This experience has equipped me with [mention any specific skills or knowledge relevant to the position].  
I am excited about the possibility of contributing to [Institution/Organization Name] and am confident that my background and skills align well with the requirements of [specific program/job title]. I am particularly impressed with [mention any specific aspect of the program or organization that appeals to you].  
Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.  
Sincerely,  
[Your Name]