

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

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

Dear [Recipient Name],

I am writing to submit my application for the [specific position/program] at [Company/Organization Name]. I am excited about the opportunity to contribute my skills and experiences to your team.

Enclosed with this letter are my resume and the completed application form. I believe my [mention relevant skills or experiences] make me a strong candidate for this opportunity.

Thank you for considering my application. I look forward to the possibility of discussing my application in further detail.

Sincerely,
[Your Name]