

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

[Recipient Name]  
[Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for [Specific Program/Position Name]

I am writing to express my interest in the [Specific Program/Position Name] as outlined in the application guidelines provided. I have carefully reviewed the requirements and am excited to submit my application for consideration.

Enclosed with this letter are the required documents, including my resume, personal statement, and any supporting materials that highlight my qualifications and experiences. 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 contributing to [Organization Name] and am eager to discuss my application further.

Sincerely,  
[Your Name]