

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction: State the purpose of your letter and the position you are applying for.]  
[Body Paragraph 1: Briefly outline your qualifications and relevant experience.]  
[Body Paragraph 2: Highlight specific achievements, skills, or projects that relate to the position.]  
[Body Paragraph 3: Express your enthusiasm for the role and the company.]  
[Conclusion: Thank the recipient for their time and consideration. Indicate your hope for a follow-up conversation or interview.]  
Sincerely,  
[Your Name]