

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [Company Name] as advertised [where you found the job posting]. With my background in [your relevant experience/education] and skills in [specific skills related to the job], I am excited about the opportunity to contribute to your team.

I have a proven track record in [specific achievement or experience related to the job], which I believe aligns well with the goals of [Company Name]. I am particularly drawn to this position because [specific reason related to the company or role].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

[Your Name]