

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

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position or opportunity] at [Company/Organization Name] as advertised [mention where you found the job posting, if applicable].

[Paragraph 1: Introduction - Briefly introduce yourself and your background relevant to the position.]

[Paragraph 2: Experience - Highlight your skills and previous experiences that make you a suitable candidate.]

[Paragraph 3: Fit - Discuss why you are particularly drawn to this position and how you align with the company's values/goals.]

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please feel free to contact me at your convenience.

Sincerely,  
[Your Name]