

[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 submit my application for the [specific position name] at [Company/Organization Name]. Enclosed are my resume and cover letter for your consideration.

I am eager to contribute my skills in [relevant skills or experience] and to be part of your team. I look forward to the opportunity to discuss my application further.

Thank you for considering my application.

Sincerely,
[Your Name]