

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position or opportunity] at [Company/Organization Name]. With a background in [your field/industry] and a passion for [specific interest related to the position], I am excited about the possibility of contributing to your team.

In my previous role at [Your Previous Company/Organization], I [describe a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the position], which I believe would be valuable in the [specific position or project] at [Company/Organization Name].

I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company/organization values or mission]. I admire [specific project or accomplishment of the company], and I am eager to bring my experience in [your relevant skills or expertise] to help [Company/Organization] achieve its goals.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Sincerely,  
[Your Name]