

[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 the letter and how you found out
about the opportunity.]
[Body Paragraph 1: Highlight your qualifications, experiences, and skills
relevant to the application.]
[Body Paragraph 2: Explain why you are interested in this position or
organization and how you align with their values/goals.]
[Conclusion: Reiterate your enthusiasm for the opportunity and express
your willingness to discuss further.]
Thank you for considering my application. I look forward to the
opportunity to contribute to [Company/Organization Name].
Sincerely,
[Your Name]