

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

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position/program] at [Organization/Company Name] as advertised [mention where you found the listing, if applicable]. I believe my skills and experiences make me a suitable candidate for this opportunity.

[Paragraph 1: Introduce yourself and your background]

[Briefly discuss your education, relevant experience, and key skills that align with the position/program.]

[Paragraph 2: Your motivation and alignment with the position/program]

[Explain why you are interested in this position/program and how it aligns with your career goals or values.]

[Paragraph 3: Closing remarks]

[Thank the recipient for considering your application and express your enthusiasm for the opportunity to discuss further.]

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]