

****[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],

[Opening Paragraph: Introduce yourself and state the purpose of your application.]

[Middle Paragraph(s): Provide details about your relevant experience, skills, and why you are a good fit for the position or opportunity.]

[Closing Paragraph: Express your enthusiasm, request for an interview, and provide your contact information.]

Sincerely,

[Your Name]