

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

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am reaching out to express my interest in the teaching position at [School's Name] that I learned about from [source of information, e.g., your website, a friend, etc.].

I have a passion for education and a strong background in [your subject or specialty], having taught at [previous school or experience]. I truly believe in creating a positive and engaging learning environment for my students, fostering not only their academic growth but also their personal development.

I would love to bring my experience and enthusiasm to your team. I am particularly impressed with [specific program, value, or achievement of the school], and I feel I could contribute positively to that mission. Could we perhaps set up a time to discuss any opportunities available? I am eager to learn more about the school and how I can be a part of that amazing environment. Thank you for considering my application.

Looking forward to hearing from you soon!

Warm regards,
[Your Name]