

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

[Recipient's Name]  
[Title/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 my background in [your field/industry] and my skills in [specific skills related to the position], I am confident in my ability to contribute effectively to your team.

[Introduce yourself and briefly outline your qualifications and relevant experience.]

[Discuss your relevant skills, accomplishments, and how they align with the company's goals or values. Use specific examples to demonstrate your capabilities.]

[Explain why you are particularly interested in this opportunity and how you can add value to the company.]

I have attached my resume for your review, and I look forward to the opportunity to discuss how my experience and skills align with the needs of your team. Thank you for considering my application.

Sincerely,  
[Your Name]