

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position or opportunity] at [Company/Organization Name] as advertised [mention where you found the listing]. With my background in [your field or relevant experience], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the position you are applying for]. This experience has equipped me with [mention relevant skills or knowledge].

I am particularly drawn to this position because [explain why you are interested in the company or position]. I believe my skills in [specific skills related to the job] will be an asset to your team.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my experience and skills align with the goals of [Company/Organization Name].

Sincerely,  
[Your Name]