

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

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

Dear [Recipient Name],

I am writing to apply for [specific position or program] at [Company/Institution Name]. With my background in [relevant field or experience] and my passion for [related interest], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company/Institution], I successfully [describe relevant experience, achievements, or skills that relate to the position]. This experience has equipped me with [specific skills or knowledge relevant to the position].

I am particularly impressed by [mention something specific about the company or institution that attracts you], and I believe that my [your skills or experiences] would be a valuable addition to your [team or program].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company/Institution Name]. I am available [mention your availability] and can be reached at [your phone number or email].

Sincerely,

[Your Name]