

[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],

I am writing to formally apply for the LFT position at
[Company/Organization Name] as advertised [where you found the job
listing]. With my background in [briefly mention relevant experience or
qualifications], I am eager to contribute to your team.

I have attached my resume for your review. I look forward to the
opportunity to discuss my application further.

Thank you for considering my application.

Sincerely,
[Your Name]