

[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 hope this letter finds you well. I am writing to formally submit my application for [specific position, grant, etc.], as advertised on [source of advertisement]. Please find enclosed [mention any documents you are including, e.g., resume, proposal, etc.].

I am particularly interested in this opportunity because [brief reason for interest]. My background in [your field or expertise] equips me with the skills and experiences that align well with the requirements of [mention the position or project].

Thank you for considering my application. I look forward to the opportunity to discuss my submission further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]