

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the [specific position or opportunity] at [Company/Organization Name]. I believe my skills and experiences align well with the requirements of this role. In my previous position at [Your Previous Company/Organization], I [briefly describe relevant experience or achievements]. This experience has equipped me with [specific skills or knowledge relevant to the position], which I believe would be beneficial for [Company/Organization Name].

I am particularly drawn to [specific aspect of the company or role] and am eager to contribute to [specific goals or projects]. I am confident that my dedication and [mention any relevant qualities or skills] will make a positive impact.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company/Organization Name].

Sincerely,  
[Your Name]