

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit my application for [specific LTC opportunity, program, or position] with [Organization Name].

As someone deeply committed to [relevant personal values or professional goals], I believe that my background in [your field of expertise or relevant experience] equips me with the skills and knowledge necessary to contribute effectively to your team.

In [specific examples of your accomplishments or experiences related to LTC], I have demonstrated my passion for [relevant skill or area], and I am excited about the opportunity to bring this dedication to [Organization Name].

Please find my supporting documents attached for your review. I am looking forward to the opportunity to discuss how my experience and vision align with the goals of [Organization Name].

Thank you for considering my application.

Warm regards,  
[Your Name]