

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position or opportunity] at [Company/Institution Name]. With my background in [your field/area of expertise] and my proven skills in [relevant skills or experiences], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company/Organization], I successfully [describe key responsibilities, achievements, or projects relevant to the position]. This experience equipped me with [mention specific skills or knowledge relevant to the application].

I am particularly drawn to this opportunity at [Company/Institution Name] because [explain why you are interested in this specific position or organization]. I admire [mention any values, missions, or projects of the company/institution that resonate with you].

I am eager to bring my expertise in [specific skills or experiences] to your team. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company/Institution Name].

Sincerely,  
[Your Name]