

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

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

Dear [Recipient's Name],

I am writing to formally apply for [position name or program name] at [Company/Organization Name]. With my background in [Your Field/Expertise] and experience in [Relevant Experience or Skills], I am excited about the opportunity to contribute to your team.

[Briefly explain your qualifications and why you are a good fit for the position or program. Mention specific accomplishments or experiences that relate to the application.]

Enclosed are my [resume, portfolio, or any relevant documents] for your review. I am eager to discuss how my skills and experiences align with the goals of [Company/Organization Name].

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]