

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

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

Dear [Recipient's Name],

I am writing to formally apply for a [position/program name] at [Company/Organization Name]. I am particularly interested in this opportunity because [briefly explain your motivation and interest in the position/program].

I have [number] years of experience in [related field or expertise], and I am confident that my skills in [specific skills or qualifications] make me a strong candidate for this role.

Enclosed with this letter are my [resume/CV, any other documents], which provide further details about my background and accomplishments. I am eager to bring my expertise in [specific area] to [Company/Organization Name].

Thank you for considering my application. I hope to discuss my application further in an interview.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]