

[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 am writing to formally submit my application for [specific NDA opportunity] as detailed in [source where you found the opportunity]. As a [brief description of your background or qualifications], I believe my skills and experience align well with the requirements of this position. Enclosed are my [documents such as resume, cover letter, etc.] for your review.

Thank you for considering my application. I look forward to the opportunity to further discuss my candidacy.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]