

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

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

Dear [Recipient Name],

I am writing to express my interest in [specific position/program or opportunity] at [Company/Organization Name]. With my background in [your field/industry] and my experience in [relevant experience], I believe I am a strong candidate for this opportunity.

[Paragraph 1: Briefly explain your qualifications and relevant experiences.]

[Paragraph 2: Highlight specific achievements or skills that relate to the opportunity.]

[Paragraph 3: Explain your motivation for applying and how you align with the company's values/mission.]

Thank you for considering my application. I look forward to the opportunity to discuss my suitability for this role further.

Sincerely,  
[Your Name]