

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

[Recipient's Name]
[Recipient's Title]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in [specific program, internship, or scholarship opportunity] at [institution/organization name]. As a motivated high school student at [Your School's Name], I have developed a passion for [field of study or relevant subject], and I am eager to further my knowledge and experience in this area.

During my time at [Your School's Name], I have engaged in [mention relevant coursework, projects, or extracurricular activities]. These experiences have equipped me with the skills in [specific skills related to the opportunity], as well as a strong foundation in [related subjects or concepts]. I am particularly proud of [mention any relevant achievements, awards, or projects], which have further fueled my desire to pursue a career in [your future career goal].

I am particularly drawn to [mention any specific program features] at [institution/organization name] because [explain why this opportunity aligns with your goals]. I believe that [how this opportunity will benefit you], and I am excited about the prospect of contributing to [mention any relevant groups, projects, or communities].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further. Please find my resume attached for your review.

Sincerely,

[Your Name]
[Your School's Name]