

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

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

Dear [Recipient's Name],

I am writing to apply for the [specific position or program] at [Company/Organization Name]. I am excited about the opportunity to contribute to your team and believe that my skills and experiences make me a strong candidate for this role.

[Briefly introduce yourself and your background related to the position or program. Mention any relevant experiences or skills.]

I am particularly drawn to [Company/Organization Name] because [mention specific reasons related to its values, projects, or goals]. I am eager to bring my [specific skills or experiences] to your team and help [mention how you can contribute to their goals or projects].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,

[Your Name]

[Attachment: Resume]