

[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 the [specific position or program name] at HJC. After thoroughly researching your organization and its commitment to [briefly mention the organization's mission or values], I am eager to contribute my skills and experiences to your team. Enclosed with this letter are my application materials, including [list any included documents such as resume, cover letter, references]. I firmly believe that my background in [your relevant experience or field] aligns well with the goals of HJC.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]