

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

[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for [Specific Position/Program]

I am writing to express my interest in the [specific position or program] as advertised on [where you found the listing]. With a background in [your field or area of study] and relevant experience in [mention any relevant experience], I believe I am well-equipped to contribute to [Organization Name].

My key qualifications include:

- [Qualification/Experience #1]
- [Qualification/Experience #2]
- [Qualification/Experience #3]

I am particularly drawn to [Organization Name] because [reason why you are interested in the organization or position]. I am eager to bring my skills in [specific skills related to the position] to your team and contribute to [goal or project related to the organization].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Organization Name].

Sincerely,  
[Your Name]