

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

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

Dear [Recipient's Name],

I am writing to formally apply for [specific position or program] at [Company/Organization Name]. I am eager to bring my [skills/qualifications] to your esteemed organization and contribute to [specific goals or projects].

My background in [your field/education] has equipped me with [relevant experience or skills]. I am particularly drawn to [specific aspects of the company or program] and believe that my [related experiences] align well with your objectives.

I have attached my [resume/CV] for your consideration. I would greatly appreciate the opportunity to discuss my application further. Thank you for considering my application.

Sincerely,  
[Your Name]