

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

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

Dear [Recipient's Name],

I am writing to apply for [specific position or opportunity] at [Company/Organization Name]. I am particularly interested in this role because [briefly state your interest and qualifications related to the position].

[In this paragraph, provide more details about your skills, experiences, and why you are a suitable candidate for the position. Mention any relevant accomplishments or experiences that highlight your suitability.]

I am looking forward to the opportunity to discuss my application further. Thank you for considering my application.

Sincerely,  
[Your Name]