

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

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

Dear [Recipient Name],

I am writing to express my interest in [specific program, role, etc.] at  
[institution/organization name].

[Paragraph 1: Introduction - Briefly introduce yourself and your  
background.]

[Paragraph 2: Body - Discuss your relevant experiences, skills, and  
motivations.]

[Paragraph 3: Conclusion - Summarize your enthusiasm and how you can  
contribute.]

Thank you for considering my application. I look forward to the  
opportunity to discuss my candidacy further.

Sincerely,  
[Your Name]