

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

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

Dear [Recipient Name],

I am writing to formally apply for [specific position or opportunity] at [Company/Organization Name]. I learned about this opportunity through [source or how you found out about the position], and I am excited about the possibility of contributing to your esteemed organization.

[First Paragraph: Introduce yourself and state the purpose of your application. Mention relevant qualifications and express enthusiasm for the opportunity.]

[Second Paragraph: Highlight your relevant experience and skills. Discuss how your background makes you a suitable candidate for the position. Provide specific examples of your achievements or projects.]

[Third Paragraph: Discuss your understanding of the company/organization and its goals. Explain how you can contribute to its success and align with its values and mission.]

[Closing Paragraph: Reaffirm your interest in the position. Mention any attachments, such as your resume or references. Thank the recipient for considering your application, and express your hope to discuss your application further in an interview.]

Sincerely,

[Your Name]

[Attachment: Resume]