

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position or program] at [Company/Organization Name] as advertised on [where you found the listing]. With my background in [your field/experience], I am excited about the opportunity to contribute to your team.

In my previous role as [Your Job Title] at [Your Previous Company/Organization], I [describe relevant experience, achievements, or skills]. This experience has equipped me with [mention skills or knowledge relevant to the position or program].

I am particularly drawn to [Company/Organization Name] because [explain why you want to join them, their mission, values, or projects]. I believe that my skills, particularly in [mention specific skills], align well with your needs and vision.

I would appreciate the opportunity to further discuss how my background, skills, and enthusiasms can contribute to [Company/Organization Name]. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]