

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

[Date]  
[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for the [specific position or program] at [Organization Name], as advertised on [where you found the job listing].

I am very enthusiastic about the opportunity to contribute to your team and support [mention relevant goals or initiatives of the organization].

[Paragraph 2: Briefly outline your qualifications, experience, and skills relevant to the position or program.]

[Paragraph 3: Describe your interest in the organization and how your goals align with theirs.]

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can benefit [Organization Name]. Please find my resume attached for further details.

Sincerely,

[Your Name]

[Attachment: Resume]