

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

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

Dear [Recipient's Name],

I am writing to express my interest in applying for the [specific position] at [Company/Organization Name].

[Paragraph 1: Brief introduction and statement of interest]

[Paragraph 2: Relevant experience and skills that relate to the position]

[Paragraph 3: Why you are a good fit for the organization]

[Paragraph 4: Closing statement and call to action]

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the goals of [Company/Organization Name].

Sincerely,

[Your Name]