

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

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position/program] at [Organization Name], as advertised [where you found the job posting].

[Brief introduction about yourself and your background, including relevant experience or skills related to the position.]

[Paragraph outlining your specific qualifications, achievements, and how they align with the requirements of the position/program.]

[Explain why you are particularly interested in this opportunity and what you hope to contribute to the organization.]

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

Sincerely,  
[Your Name]