

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

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

Dear [Recipient Name],

I am writing to express my intent to apply for the [specific QHC program or opportunity] offered by [Organization Name]. I am particularly interested in this program because [briefly explain your motivation and interests related to the program].

[Include a paragraph that outlines your relevant background, experience, and qualifications that align with the objectives of the QHC program.]

I believe that my skills and passion for [specific field or sector] will allow me to contribute positively to [Organization Name] and the community at large. I am excited about the opportunity to work alongside professionals who share my commitment to [specific goals or values of the program].

Thank you for considering my intent to apply. I look forward to the opportunity to submit a formal application and any required documents.

Sincerely,
[Your Name]