

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

[Date]
[Recipient's Name]
[Title]

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

Dear [Recipient's Name],

I am writing to express my interest in the QHC [specific program or position] as advertised [where you found the information]. I believe my background in [your field or area of expertise] and my skills in [specific skills related to QHC] make me a strong candidate for this opportunity.

[Paragraph detailing your relevant experience, achievements, and why you are a good fit for QHC. Be specific and provide examples to support your claims.]

I am particularly drawn to QHC because [explain why you are interested in the organization or position, mentioning specific values or goals that resonate with you].

Thank you for considering my application. I am looking forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for further details on my qualifications.

Sincerely,
[Your Name]