

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

[Recipient Name]  
[Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in applying for the [specific program or position] at QHC. With a background in [your field/experience], I believe I am well-suited to contribute to [specific goals or values of QHC].

I hold a [degree or certification] in [your area of expertise] from [your institution] and have gained valuable experience in [relevant experience or skills]. My role at [previous organization] involved [specific tasks or achievements], which has prepared me to take on the challenges at QHC. I am particularly drawn to this opportunity because [reason for interest in QHC], and I am eager to bring my expertise in [specific skills] to your team. I am confident that my [qualities or experiences] align well with the mission of QHC.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to QHC and support its objectives.

Sincerely,  
[Your Name]