

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

Dear [Recipient Name],

I am writing to express my interest in the QHC program and to submit my application for consideration. With a strong background in [your field/area of expertise], I am excited about the opportunity to contribute to and learn from [organization/program name].

I hold a [your degree/qualification] in [your field] from [your university], and have [number] years of experience in [related experience]. My expertise in [specific skills or experiences relevant to QHC] has prepared me to make a meaningful impact. I am particularly drawn to [specific aspect of QHC program] and believe that my skills in [specific skills] will complement the program's goals.

Enclosed with this letter are my resume, recommendation letters, and any other supporting documents you may require. I would welcome the opportunity to discuss my application further and am available for an interview at your convenience.

Thank you for considering my application. I look forward to the possibility of contributing to [organization/program name].

Sincerely,

[Your Name]