

[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 [specific position or program] at [Organization Name]. With my background in [your field/experience], I believe I am well-prepared to contribute to your team.

[Paragraph 1: Introduce yourself and explain your current situation or background.]

[Paragraph 2: Discuss your relevant experience, skills, and accomplishments. Provide examples that align with the requirements of the position or program.]

[Paragraph 3: Explain why you are interested in this opportunity and how it fits into your career goals. Mention specific aspects of the organization that appeal to you.]

[Paragraph 4: Conclude by expressing gratitude for their consideration and mention your availability for an interview or further discussion.]

Sincerely,

[Your Name]