

[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 apply for [specific position or program] at [organization name]. I am enthusiastic about [briefly mention your motivation or interest in the position/program].

[Paragraph explaining your background, qualifications, and relevant experiences that make you a suitable candidate.]

[Paragraph highlighting any specific skills or achievements related to the position/program.]

I am excited about the opportunity to [contribute, learn, grow, etc.]. I believe my [specific skills or experiences] align well with the goals of [organization name].

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,  
[Your Name]