

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

Dear [Recipient Name],

I am writing to formally apply for the [specific position or program name] at [RTC Name] as advertised [where you found the listing]. With my background in [your field or expertise], I am excited about the opportunity to contribute to your team and support the mission of [RTC]. I have a strong foundation in [relevant skills or experiences], which I believe aligns well with the goals of your organization. [Briefly elaborate on your qualifications, experiences, and any relevant accomplishments.]

I am particularly drawn to this position because [explain why you are interested in the RTC and what you hope to achieve]. I am confident that my skills in [mention specific skills] will allow me to make a valuable contribution to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my application further and to learn more about the exceptional work you do at [RTC Name].

Sincerely,
[Your Name]