

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

Dear [Recipient Name],

Subject: Application for [Position/Program Name]

I am writing to submit my application for [Position/Program Name] as per the guidelines provided. I have ensured that my application includes all required documents as outlined in the submission guidelines.

Attached Documents:

1. Application Form
2. Resume/Curriculum Vitae
3. Cover Letter
4. Letters of Recommendation
5. [Additional Document, if any]

I appreciate your consideration of my application and look forward to the possibility of contributing to [Organization Name].

Thank you.

Sincerely,

[Your Name]