

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction: State the purpose of your letter, providing a brief overview of your background and experience in social work.]  
[Body Paragraph 1: Elaborate on your professional skills, relevant experiences, and specific achievements that relate to the purpose of the letter.]  
[Body Paragraph 2: Discuss your motivations for pursuing social work and how you hope to contribute to the organization/community.]  
[Conclusion: Reiterate your interest and enthusiasm, and indicate your willingness to discuss this further. Provide your contact information for follow-up.]  
Thank you for your time and consideration.  
Sincerely,  
[Your Name]