

[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]