

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

Dear [Recipient's Name],

I am writing to express my interest in the residency program at [Institution/Organization Name], specializing in [specific field/specialty]. As a [your current status, e.g., medical student, graduate] from [Your School/University], I am eager to enhance my skills and contribute to [specific aspect of the program or institution].

[Paragraph 1: Brief introduction of your background and motivation for pursuing residency]

[Paragraph 2: Relevant experiences, skills, and accomplishments that make you a strong candidate for the residency]

[Paragraph 3: Discuss your long-term career goals and how this residency program fits into those plans]

I appreciate your consideration of my application. I look forward to the opportunity to discuss how I can contribute to the [Institution/Organization Name] and grow as a [specific field/specialty] resident.

Thank you for your time and attention.

Sincerely,

[Your Name]