

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

Dear [Recipient's Name],

I am writing to express my interest in applying for the [specific position or opportunity] at [Company/Organization Name]. With a background in [your field or expertise], I am excited about the possibility of contributing to your team through [mention specific skills or experiences relevant to the position].

In my previous role at [Your Previous Company], I successfully [briefly describe a relevant achievement or responsibility]. This experience honed my abilities in [relevant skills], making me a strong candidate for this position.

I am particularly drawn to [Company/Organization Name] because [mention something specific about the company or its mission that appeals to you]. I believe my values align well with those of your organization.

I have attached my resume for your review and would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company/Organization Name]. Thank you for considering my application.

Warm regards,  
[Your Name]