

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

Dear [Recipient Name],

Subject: Application for Consideration

I hope this message finds you well. I am writing to express my interest in being considered for [specific opportunity, position, or program] within [organization name].

Having [briefly mention your relevant experiences, qualifications, or skills], I believe that I would be a valuable addition to your team. I am particularly drawn to [mention something specific about the organization or opportunity that interests you].

I have attached my [resume/CV/portfolio] for your review. I would greatly appreciate the opportunity to discuss my application in further detail. Thank you for considering my application. I look forward to the possibility of contributing to [organization name].

Sincerely,  
[Your Name]