

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

[Recipient's Name]
[Company/Institution Name]
[Company/Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific program or position] at [Company/Institution Name] as advertised [briefly mention how you found out about the opportunity]. I believe my [mention relevant experience/qualifications] makes me a suitable candidate for this opportunity.

[Paragraph 1: Brief introduction about yourself and your background relevant to the UFT application.]

[Paragraph 2: Discuss specific skills and experiences that relate to the position or program you are applying for.]

[Paragraph 3: Explain why you are interested in this particular opportunity and how it aligns with your career goals or aspirations.]

I have attached my [mention any enclosed documents such as resume, transcripts, etc.] for your review. I appreciate your consideration of my application and look forward to the opportunity to discuss my candidacy further.

Thank you for your time and consideration.

Sincerely,

[Your Name]