

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for the [specific position or program name] at [Company/Organization Name]. I am particularly drawn to this opportunity because [explain your motivation or interest in the role/program].

With my background in [your field/area of expertise], I have developed skills in [relevant skills or experiences related to the application]. [Provide a brief example of your experience or achievements that align with the requirements of the position/program].

I believe that my [personal traits or additional skills] make me a qualified candidate for this opportunity. I am excited about the possibility of contributing to [Company/Organization Name] and being a part of your esteemed team.

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,  
[Your Name]