

[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 express my intent to [state your purpose, e.g., apply for a specific position, request an internship, etc.] with [Company/Organization Name]. As a current student at Western Governors University pursuing a [your degree program], I am eager to apply my skills and knowledge in a practical setting.

Throughout my studies, I have developed a strong foundation in [relevant skills or subjects], which I believe aligns well with the goals of [Company/Organization Name]. I am particularly drawn to [specific aspect of the company or project], and I am excited about the opportunity to contribute to your team.

I am confident that my experiences in [briefly mention relevant projects, internships, or work experience] have equipped me with the necessary skills to make a meaningful impact. I am committed to [state your career goals or aspirations related to the position].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]