

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific position or internship] at [Company's Name]. I am eager to bring my skills in [relevant skills or experiences] to your team and contribute to [specific goals or projects of the company].

During my previous experience at [Previous Company or Organization], I [briefly describe relevant responsibilities and accomplishments]. This experience enhanced my ability to [relevant skill or competency related to the new position].

I am excited about the opportunity to work with [Company's Name] and am confident that my background and enthusiasm for [industry or field] will make a meaningful contribution to your team.

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

Sincerely,  
[Your Name]