

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the [specific position or program name] at [organization name]. I am particularly drawn to this opportunity because [briefly state reason for interest].

[Paragraph 1: Introduce yourself and state your qualifications. Mention relevant experience and skills that align with the position/program.]

[Paragraph 2: Discuss your motivation for applying. Explain how the position/program aligns with your career goals or personal values.]

[Paragraph 3: Highlight any relevant achievements or contributions. Include specific examples that demonstrate your capabilities.]

I am excited about the possibility of contributing to [organization name] and am eager to bring my [specific skills or experience] to the [position/program]. Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications.

Sincerely,  
[Your Name]