

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

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

Dear [Recipient's Name],

I am writing to formally apply for the [specific position or program] at [Company's Name]. I am particularly drawn to this opportunity because [brief reason for interest].

[In the next paragraph, elaborate on your qualifications, relevant experience, and skills that make you a suitable candidate for the position or program.]

I have attached my resume for your review, which provides further details about my background and accomplishments. I am enthusiastic about the possibility of contributing to [Company's Name] and am eager to bring my expertise to your team.

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

Sincerely,
[Your Name]