

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in [position/program] at [Company/Organization Name]. [Briefly introduce yourself and your background].

I am particularly drawn to this opportunity because [explain why you are interested and how it aligns with your career goals].

In my previous role at [Your Previous Company/Organization], I [mention relevant experience, skills, or achievements]. This experience has equipped me with [specific skills or knowledge related to the position].

I am excited about the possibility of contributing to [Company/Organization Name] and am confident in my ability to [mention how you can add value].

Thank you for considering my application. I look forward to the opportunity to discuss my application in more detail.

Sincerely,
[Your Name]