

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position or program] at [Company/Organization Name] as advertised [where you found the position]. With a background in [your field/industry] and a passion for [related interest], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company/Organization], I [describe a relevant experience or responsibility that relates to the position]. This experience has equipped me with [specific skills or qualities], which I am eager to bring to [Company/Organization Name].

I am particularly drawn to [Company/Organization Name] because [mention something specific about the company or position that attracts you]. I am excited about the opportunity to contribute to [mention any specific goals or projects they have].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,  
[Your Name]