

[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 formally apply for the [specific position, program, or grant] at [Company/Organization Name]. I am particularly drawn to this opportunity because [briefly explain why you are interested in this position or program].

[Paragraph 1: Introduce yourself and your background relevant to the application.]

[Paragraph 2: Highlight your skills, experiences, and accomplishments that make you a suitable candidate.]

[Paragraph 3: Explain how your goals align with the organization's mission or values.]

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]