

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my interest in the [specific program, opportunity, or position related to XP]. I believe my skills and experiences align well with the requirements and goals of [specific program/company], and I am eager to contribute positively.

Having [briefly mention relevant experience or skills], I am confident that I can bring value to your team. I am particularly drawn to [mention any specific aspect of the program/company], and I am excited about the potential to [mention what you hope to achieve or learn].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]