

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

[Date]
[Recipient Name]
[Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position or opportunity] at [Company/Organization Name]. With my background in [your field or area of expertise], I am excited about the opportunity to contribute to your team.

[Introduce your relevant experience and skills, highlighting specific accomplishments or projects.]

I am particularly drawn to [Company/Organization Name] because [explain why you are interested in the organization and how your goals align with theirs].

I would appreciate the chance to discuss my application further and explore how I can contribute to your team. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]