

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

[Recipient Name]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally express my interest in [specific program or position] at [Organization/Institution Name].

[Paragraph 1: Introduction - Briefly introduce yourself and state the purpose of your application.]

[Paragraph 2: Background - Provide information about your academic and professional background relevant to the application.]

[Paragraph 3: Motivation - Explain why you are interested in this particular opportunity and how it aligns with your goals.]

[Paragraph 4: Closing - Thank the recipient for considering your application and express your hope for a favorable response.]

Sincerely,

[Your Name]