

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

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

Dear [Recipient's Name],

I am writing to apply for the [specific position or program] at [Organization Name], as advertised on [where you found the listing]. I am excited about the opportunity to [briefly state your interest in the organization or position].

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

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

[Paragraph 3: Mention why you are specifically interested in this opportunity and how it aligns with your career goals.]

Thank you for considering my application. I look forward to the possibility of contributing to [Organization Name] and am eager to discuss my application in further detail.

Sincerely,  
[Your Name]