

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

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

Dear [Recipient Name],

I am writing to express my interest in [specific position or opportunity] at [organization name] as advertised [where you found the job]. With my background in [your field or area of expertise], I believe I would be a valuable addition to your team.

[Briefly explain your qualifications and experiences relevant to the position.]

I am particularly drawn to this opportunity because [mention why you are interested in the position or organization]. I am confident that my skills in [specific skills related to the job] will contribute positively to your work.

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

Sincerely,  
[Your Name]