

[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 the [specific LHC position or opportunity] at [Organization Name]. With my background in [relevant field or experience], I believe I am well-suited for this role.

[Introduction paragraph highlighting your interest and qualification]

[Body paragraph detailing relevant experience, skills, and accomplishments]

[Body paragraph discussing why you are a good fit for the organization and how you align with its goals]

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Organization Name].

Sincerely,

[Your Name]