

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

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

Dear [Recipient Name],

[Opening paragraph: Introduce yourself and state the purpose of your application.]

[Body paragraph 1: Provide background information relevant to your application and why you are applying.]

[Body paragraph 2: Highlight your qualifications, skills, or experiences that make you a suitable candidate.]

[Closing paragraph: Express your enthusiasm for the opportunity and mention any attachments or enclosures.]

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

Sincerely,  
[Your Name]