

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

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

Dear [Recipient Name],

I am writing to express my interest in [specific position or opportunity] at [Company/Organization Name]. I believe that my skills and experience in [your field/area of expertise] make me a strong candidate for this role.

I have [number] years of experience in [relevant experience or skills], and during this time, I have [specific achievements or responsibilities that relate to the position]. I am particularly drawn to [Company/Organization Name] because [reason related to values, mission, or projects of the company].

Enclosed with this letter are my [resume/CV, portfolio, etc.], which provide further details about my qualifications. I am excited about the possibility of contributing to your team and am looking forward to the opportunity to discuss my application in more detail.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]