

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

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

Dear [Recipient's Name],

I am writing to formally apply for [specify position/program] as advertised [mention where you found the listing]. I am particularly drawn to this opportunity because [briefly explain your motivation].

[Paragraph detailing your qualifications, experiences, and skills related to the position/program. Be specific and concise.]

I believe that my [specific skills or experiences] make me a strong candidate for this role. I am eager to contribute [mention what you hope to bring to the organization].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]