

[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],

Subject: Application for [Position/Opportunity Name]

I am writing to express my interest in the [Position/Opportunity Name] at [Company/Organization Name] as advertised on [where you found the opportunity]. With my background in [Your Field/Expertise], I am excited about the opportunity to contribute to your team.

[Paragraph 1: Briefly introduce yourself and state why you are interested in this position/opportunity].

[Paragraph 2: Highlight your relevant skills, experiences, and qualifications that make you a suitable candidate].

[Paragraph 3: Mention any specific achievements or contributions relevant to the position/opportunity].

Thank you for considering my application. I am looking forward to the opportunity to discuss how I can contribute to the success of [Company/Organization Name]. Please feel free to contact me at your earliest convenience.

Sincerely,  
[Your Name]