

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

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

Dear [Recipient's Name],

Subject: Application for [Position/Opportunity Title]

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

[Paragraph about your qualifications, experience, and why you are a good fit for the position.]

I am looking forward to the opportunity to discuss my application in more detail. Thank you for considering my application.

Sincerely,
[Your Name]