

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

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

Dear [Recipient Name],

I am writing to formally apply for [specific position or program] at [organization name] as advertised [where you found the listing]. I am particularly interested in this opportunity because [briefly explain your interest and connection to the organization or position].

I hold [mention your qualification/s, e.g., degree, certifications], and have [number] years of experience in [relevant field]. During my previous roles at [previous organization/role], I [mention key responsibilities or achievements relevant to the position].

I am confident that my skills in [mention relevant skills] and my passion for [mention relevant passion related to the field or organization] make me a suitable candidate for this position.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and vision align with the goals of [organization name].

Sincerely,  
[Your Name]