

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

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Application for [Specific Position/Program Title]

I am writing to formally apply for the [specific position/program] at [organization's name], as advertised [mention where you found the advertisement]. With my background in [your field or expertise] and relevant experience in [specific skills or experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company/Organization], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with [mention skills that relate to the position/program]. I am particularly drawn to this opportunity at [organization's name] because [mention why you are interested in this specific position or organization].

Enclosed with this letter are my [mention any attached documents, e.g., resume, certificates]. I am looking forward to the possibility of discussing my application in further detail. Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]