

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

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

Dear [Recipient's Name],

I am writing to formally apply for the [specific position or opportunity] at [Company/Organization Name]. I believe my skills and experiences align well with the requirements of the role and I am eager to contribute to your team.

My background includes [briefly outline your relevant experience, skills, and achievements]. I am particularly drawn to this opportunity because [explain why you are interested in this position or company].

I have attached my resume for your review and would welcome the chance to discuss my application with you. Thank you for considering my application. I look forward to your response.

Sincerely,  
[Your Name]