

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position or program] at [Company/Organization Name] as advertised [mention where you found the listing]. With my background in [your field or relevant experience] and a committed passion for [specific area related to the position], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company/Organization], I [describe a relevant achievement or responsibility that showcases your skills].

This experience honed my abilities in [specific skills or competencies relevant to the position], which I believe will be valuable in the [specific position or program] role.

I am particularly drawn to [Company/Organization Name] because [mention something specific about the company or program that attracts you, such as values, mission, projects, etc.]. I am eager to bring my skills in [relevant skills] to support your goals and initiatives.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and your needs align.

Sincerely,

[Your Name]