

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

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

Dear [Recipient's Name],

I am writing to apply for the [specific position or program] as advertised [where you found the listing]. With my [relevant qualifications/experience], I am excited about the opportunity to contribute to [organization's name] and support its mission of [mention mission or values].

In my previous role at [Your Previous Company/Organization], I successfully [describe relevant experience or accomplishment]. This experience equipped me with [mention skills or insights] that I believe will be valuable in [position/program].

I am particularly drawn to this opportunity because [explain your motivation and how it aligns with your goals]. I am eager to bring my expertise in [specific skills or areas] to [organization's name] and work collaboratively with your team to [mention specific goals or projects].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [organization's name]. Please feel free to contact me at [your phone number] or [your email] to schedule a conversation.

Sincerely,
[Your Name]