

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

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

Dear [Recipient's Name],

I am writing to formally apply for [specific position or program] at [Company/Organization Name], as advertised [mention where you found the listing or how you heard about the opportunity].

[First paragraph: Introduce yourself and mention your current situation or status. Explain why you are interested in the position/program.]

[Second paragraph: Highlight your qualifications, experiences, and skills relevant to the position/program. Provide specific examples to support your claims.]

[Third paragraph: Express your enthusiasm for the opportunity and how you hope to contribute to the organization. Mention any attachments included with the letter, such as a resume or documents.]

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,  
[Your Name]