

[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 [insert position or opportunity] at [Company/Organization Name]. I believe my skills and experiences make me a perfect fit for this role.

[Paragraph 1: Introduce yourself and state the purpose of your application]

[Paragraph 2: Highlight your relevant skills, experience, and achievements]

[Paragraph 3: Explain why you are interested in this opportunity and how you can contribute]

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company/Organization Name].

Sincerely,  
[Your Name]