

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

[Recipient's Name]
[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]. With my background in [your field/skills], I am excited about the opportunity to contribute to your team.

I hold a [your degree or qualification] and have [number] years of experience in [your relevant experience]. I am particularly drawn to [specific reason related to the company/position], and I believe my skills in [specific skills] align well with your needs.

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]