

[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 information]. With a background in [your field or area of expertise] and a strong commitment to [mention relevant values/aims related to the position or program], I am excited about the opportunity to contribute to your team.

[In this paragraph, elaborate on your qualifications, experience, and skills that make you a suitable candidate. Mention any relevant education, work experience, or other qualifications that align with the requirements of the position or program.]

I am particularly drawn to [mention any specific aspect of the company/organization or the position that attracts you]. I believe that my [mention a relevant skill or quality] will allow me to [explain how you can contribute].

I have attached my [resume/CV, portfolio, etc.] for your review. I would be grateful for the opportunity to discuss my application further and explore how I can contribute to [Company/Organization Name]. I am looking forward to your response.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]