

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

[Recipient Name]  
[QHS Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in applying for the [specific position or program] at QHS. After learning about the opportunity through [source of information], I am excited to submit my application.

I have [briefly mention your relevant experience, qualifications, and any skills that make you a suitable candidate]. I believe my background in [mention relevant field or expertise] aligns well with the goals of QHS. I am particularly drawn to this opportunity because [explain why you are interested in QHS and what you hope to contribute]. I am confident that my [mention any personal qualities that would help you succeed] would allow me to add value to your team.

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

Sincerely,  
[Your Name]