

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

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

Dear [Recipient Name],

I am writing to express my interest in the QHS application for [specific program or opportunity] that was advertised on [where you found the information].

[Paragraph 1: Brief introduction of yourself and your background]

[Paragraph 2: Explain your motivation for applying and your relevant experiences]

[Paragraph 3: Discuss how your skills align with the goals of the QHS program]

[Paragraph 4: Conclusion and call to action, expressing gratitude for consideration]

Sincerely,

[Your Name]