

[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 [specific position or program] at QHS. I believe that my [relevant experience or skills] make me a strong candidate for this opportunity.

[Paragraph 1: Introductory statement about your background and why you are interested in QHS.]

[Paragraph 2: Detail your relevant experience, skills, or achievements that support your application.]

[Paragraph 3: Explain how you can contribute to QHS and align with its values or mission.]

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

Sincerely,

[Your Name]