

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[University Health Services (UHS)]  
[University Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for [specific program or position] at University Health Services. I am particularly drawn to this opportunity because [mention reasons related to your interests and goals].

I have [briefly outline your relevant experience, education, or skills related to UHS]. This background has equipped me with [mention specific skills or knowledge relevant to the application].

I am excited about the possibility of contributing to your team and supporting the mission of UHS. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]