

[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 hope this letter finds you well. I am writing to formally apply for the [specific position or opportunity] at [Company/Organization Name] as advertised [source of advertisement, if applicable]. With my background in [your field or skills relevant to the position], I am excited about the opportunity to contribute to your team.

I have [describe relevant experience, skills, or qualifications]. My experience includes [provide specific examples of your work or accomplishments that relate to the position]. I believe these skills make me a strong candidate for this role.

I am particularly drawn to [Company/Organization Name] because [mention specific reasons related to the company or its values]. I admire [mention any relevant projects, goals, or attributes of the company] and would be honored to be a part of such an esteemed organization.

Enclosed with this letter is my resume outlining my qualifications in detail. I would appreciate the opportunity to discuss my application further and look forward to the possibility of an interview. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]