

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in [specific position or opportunity] at [Company/Organization Name] as advertised [where you found the listing]. With my background in [your field/area of expertise], I am excited about the opportunity to contribute to your team and help advance your mission of [mention company/organization's goal or value].

In my previous role at [Your Previous Company/Organization], I successfully [describe a relevant achievement or responsibility], which resulted in [quantifiable result or impact]. My experience has equipped me with [specific skills or knowledge relevant to the position], and I am eager to bring these skills to [Company/Organization Name].

I am particularly drawn to this position because [mention something specific about the company or role that excites you]. I believe my passion for [related interest or value] aligns perfectly with the goals of [Company/Organization Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please feel free to contact me at [your phone number] or [your email address] to arrange a conversation.

Sincerely,  
[Your Name]