

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
I am writing to express my interest in the [specific position or opportunity] at [Company/Organization Name].
[Paragraph 1: Introduction and purpose of the letter]
[Paragraph 2: Relevant skills and experiences]
[Paragraph 3: Why you are interested in this position/company]
[Paragraph 4: Closing statements and call to action]
Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.
Sincerely,
[Your Name]