

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company/Organization Name]  
[Company 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] as advertised [mention where you found the opportunity]. With my background in [your field of expertise] and my passion for [related interest], I believe I would be a great fit for your team.

[Briefly describe your relevant experience, skills, or education that pertain to the position.]

I am excited about the possibility of contributing to [Company/Organization Name] and am confident in my ability to [mention a specific achievement or skill that aligns with the job].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,  
[Your Name]