

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for [specific position/program/opportunity] at [Company/Organization Name]. With my background in [relevant field/experience] and a strong passion for [related interest], I believe I would be a valuable addition to your team.

[In this paragraph, briefly describe your relevant qualifications, experiences, or skills that align with the position/program. Use specific examples to demonstrate your capabilities.]

I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company/organization's mission, values, or projects]. I am excited about the possibility of contributing to [specific project or goal relevant to the organization].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company/Organization Name]. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Sincerely,  
[Your Name]