

[Date]

[Your Name]

[Your Street Address]

[City, State ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

Dear [Recipient Name],

[First paragraph: State the purpose of your letter.]

[Second paragraph: Briefly highlight your qualifications and relevance.]

[Third paragraph: Express enthusiasm and readiness for next steps.]

Sincerely,

[Your Name]