

[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]