

[Your Name]
[Your Address]
[City, State ZIP]
[Email]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State ZIP]

Dear [Recipient Name],

[Introduction: State the position you are applying for and how you found it.]

[Body Paragraph 1: Briefly introduce yourself and highlight relevant experience or skills.]

[Body Paragraph 2: Explain why you are a good fit for the role and how you will contribute to the company.]

[Body Paragraph 3 (optional): Add any additional points, such as availability or enthusiasm.]

Sincerely,

[Your Name]