

[Your Name]  
[Your Address]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]

Dear [Recipient Name],

My name is [Your Name] and I am writing to you in my capacity as [Your Position/Role].

The purpose of this letter is to formally [state purpose, e.g., apply for the position, request a meeting, or propose a partnership] regarding [subject matter].

I am reaching out because [briefly state the reason for contacting this specific person or organization].

Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]