

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

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

Dear [Recipient's Name],

Subject: Eligibility for BGT Program

I am writing to formally confirm my eligibility for the BGT (Business Grant and Training) program. Based on the guidelines set forth by the organization, I have evaluated my qualifications and background and believe I meet all necessary criteria to participate in this program. [Briefly state your relevant qualifications or reasons for eligibility, such as business type, financial status, or any other pertinent information.]

Please find attached the required documentation that supports my eligibility, including:

1. [Document 1: e.g., Business Registration]
2. [Document 2: e.g., Financial Statements]
3. [Document 3: e.g., Personal Identification]

Thank you for considering my application. I look forward to the opportunity to contribute and benefit from the BGT program.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]
[Attachments: List the attached documents]