

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

[Date]  
[Recipient's Name]  
[Title]

[BWI Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my application for the [specific position/training/fellowship] at BWI. I am excited about the opportunity to contribute my skills and experiences to your esteemed organization. I believe that my background in [your field/area of expertise] aligns well with the goals of BWI. My experience includes [briefly highlight relevant experience or qualifications], which I believe will allow me to make a substantial impact.

Attached to this letter are my application materials, including my resume and [any other documents you are submitting]. I appreciate your consideration of my application and hope to discuss my candidacy further. Thank you for your time and attention. I look forward to the opportunity to contribute to BWI's mission.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]