

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

CFA Institute
[Address of CFA Institute]
[City, State, Zip Code]

Dear CFA Institute Admissions Committee,

I am writing to formally submit my application for the Chartered Financial Analyst (CFA) certification. I am eager to enhance my knowledge and skills in finance and investment management through your esteemed program.

[In this paragraph, briefly introduce your professional background, including your current role, relevant experience, and why you are interested in the CFA certification. Tailor this section to demonstrate your passion for finance and how the CFA certification aligns with your career goals.]

I have attached all the necessary documentation required for the application, including [list any relevant documents such as transcripts, resume, and recommendation letters]. I am committed to meeting the rigorous standards of the CFA program and look forward to the opportunity to engage with the CFA Institute's resources as I pursue this certification.

Thank you for considering my application. I appreciate the opportunity to be a part of the CFA community.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company, if applicable]