

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[CFA Institute]
[Institute Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in applying for the CFA program. As a [your current position or degree program], I have developed a strong foundation in finance and investment analysis, which I am eager to expand upon through the CFA curriculum.

With a background in [mention relevant experience or education], I believe that obtaining the CFA designation will enhance my knowledge and skills, allowing me to contribute more effectively to the field of finance. I am particularly drawn to the CFA program because of its rigorous curriculum and its emphasis on ethical standards in the finance industry.

I appreciate the opportunity to apply for this prestigious designation and am committed to completing the requirements to earn my CFA charter. Thank you for considering my application.

Sincerely,
[Your Name]