

[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 Admissions Committee,
Introduction
- State the purpose of your letter (applying for CFA program, etc.).
- Provide a brief overview of your background.
Body Paragraph 1: Your Background
- Describe your educational qualifications.
- Mention relevant work experience.
Body Paragraph 2: Motivation for Pursuing CFA
- Explain why you want to pursue the CFA designation.
- Discuss how it aligns with your career goals.
Body Paragraph 3: Skills and Contributions
- Highlight relevant skills and attributes that make you a strong candidate.
- Mention how you plan to contribute to the CFA community.
Conclusion
- Restate your interest in the CFA program.
- Thank the committee for considering your application.
Sincerely,
[Your Name]