

[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 Program Admissions Committee,

I am writing to express my interest in applying for the CFA Program. I am eager to advance my knowledge and skills in finance and investment management, and I believe that the CFA credential will be instrumental in achieving my career goals.

[Paragraph 1: Briefly introduce your background and current profession. Specify your reasons for pursuing the CFA designation.]

[Paragraph 2: Discuss your relevant academic qualifications, work experience, and any professional achievements that highlight your commitment to the field of finance.]

[Paragraph 3: Explain how the CFA Program aligns with your career aspirations and what you hope to gain from the experience.]

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within the CFA community.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]