

[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 hope this letter finds you well. I am writing to formally submit my application for the Chartered Financial Analyst (CFA) program. I am eager to advance my knowledge and skills in investment management and enhance my professional qualifications in the finance industry.

I have a [Your Degree] in [Your Major] from [Your University] and currently work as a [Your Current Job Title] at [Your Company], where I [Briefly describe your job responsibilities and how they relate to finance]. My professional experience, combined with my commitment to ethical standards and continuous learning, makes me a strong candidate for this prestigious program.

Attached to this letter are the required documents, including my completed application form, academic transcripts, and two letters of recommendation. I affirm that I meet the eligibility requirements and understand the commitment needed to succeed in the CFA program.

Thank you for considering my application. I am looking forward to the opportunity to contribute to and learn from the CFA community. Please do not hesitate to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]