

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

Dear [Recipient Name],

I am writing to express my interest in applying for the Chartered Financial Analyst (CFA) program. With a strong background in finance, coupled with my passion for investment analysis, I am eager to enhance my skills and knowledge through this esteemed program.

Having completed my degree in [Your Degree] from [Your University], I have developed a solid foundation in financial principles and investment strategies. My experience at [Your Company/Internship], where I [briefly describe relevant experience], has further solidified my desire to pursue the CFA designation.

I am particularly drawn to the CFA program because of its rigorous curriculum and commitment to professional ethics. I believe that achieving this qualification will not only enrich my expertise but also allow me to contribute meaningfully to the financial industry.

Thank you for considering my application. I look forward to the opportunity to further discuss my aspirations and how the CFA program aligns with my career goals.

Sincerely,  
[Your Name]