

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

[Recipient Name]  
[Institution Name]  
[Institution Address]  
[City, State, Zip]

Dear [Recipient Name],

I am writing to express my interest in enrolling in the CFA program. With a strong background in finance and a dedicated commitment to advancing my career in investment management, I believe that obtaining the CFA designation is crucial for my professional development.

I hold a [Your Degree] in [Your Major] from [Your University], where I developed a solid foundation in financial analysis, corporate finance, and investment strategies. My experience at [Your Current/Previous Job] has further enhanced my analytical skills and my ability to make informed investment decisions.

As I pursue the CFA program, I am eager to deepen my understanding of investment tools and portfolio management techniques. I am particularly drawn to the program's rigorous curriculum and its emphasis on ethical practice in finance.

Thank you for considering my application. I look forward to the opportunity to contribute to and benefit from this esteemed program.

Sincerely,  
[Your Name]