

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

CFA Institute
[Institution Address]
[City, State, Zip Code]

Dear CFA Institute Admissions Committee,

I am writing to submit my application for the Chartered Financial Analyst (CFA) program. I am eager to enhance my knowledge in investment analysis and portfolio management and believe that the CFA designation will significantly contribute to my professional growth.

Please find attached my completed application form, supporting documents, and payment receipt. I assure you that all information provided is accurate and reflective of my academic and professional background.

I appreciate your consideration of my application, and I look forward to the possibility of joining this esteemed program.

Thank you for your time and attention.

Sincerely,

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