

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

Dear [Recipient Name],

Subject: Inquiry Regarding CGI Application

I hope this message finds you well. I am writing to inquire about the CGI application process at [Company/Organization Name]. I am interested in [specific details about the application or project related to CGI].

I would appreciate any information you can provide regarding the requirements, deadlines, and any specific documentation needed for submission. Additionally, if there are any upcoming information sessions or webinars, I would be grateful if you could share those details.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company/Organization, if applicable]