

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

[Recipient's Name]  
[Recipient's Title]  
[Organization/Institution Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Submission of CGS Application

I am writing to formally submit my application for the [specific program or purpose] as part of the [Complete Name of CGS]. Enclosed with this letter are the necessary documents, including [list the documents, e.g., application form, transcripts, letters of recommendation, etc.].

I believe that my background in [your field of study or experience] and my commitment to [relevant goals or aspirations] align well with the objectives of the program.

Thank you for considering my application. I look forward to the opportunity for further discussion.

Sincerely,

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