

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the application process for the CJC program. I am interested in understanding the eligibility criteria, deadlines, and any necessary documentation that needs to be submitted.

If possible, I would appreciate any additional information regarding the program's curriculum and any upcoming informational sessions that I could attend. I am eager to learn more about how this program can further my academic and career goals.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]