

****[Your Name]****

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

****Admissions Committee****

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am writing to express my interest in the [specific program or position] at [Institution/Organization Name]. With a strong background in [your field/experience], I am eager to apply my knowledge and skills to contribute to your esteemed program.

In my previous experience at [Job/Internship/Organization], I [explain relevant experience or achievements]. This opportunity helped me develop [specific skills or understanding related to the CJS field].

I am particularly drawn to [mention specific aspects of the program or institution], as I believe they align with my career goals of [your goals]. I am excited about the possibility of collaborating with [mention any known faculty, projects, or aspects of the program], and contributing to the [values or mission of the organization].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]