

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific program or position] as part of the Criminal Justice System (CJS) application process. I have [briefly describe your background, qualifications, and any relevant experience].

I believe my [mention any specific skills or experiences] will allow me to contribute effectively to [organization or program]. I am particularly drawn to [mention any specific aspect of the CJS or related program that appeals to you].

Enclosed with this letter are my [mention any supporting documents such as CV, references, etc.]. I appreciate your consideration of my application and look forward to the opportunity to discuss my candidacy further.

Thank you for your time and attention.

Sincerely,  
[Your Name]