

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

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

Dear [Recipient's Name],

Subject: Request for Assistance with CJS Application

I hope this message finds you well. I am writing to request your assistance with my application for the Criminal Justice Scholarship (CJS).

[Provide a brief introduction of yourself and your background relevant to the CJS application.]

I am particularly interested in the following areas: [List specific areas of interest related to criminal justice]. I believe that the guidance and support from your organization would greatly enhance the quality of my application.

[Outline specific areas where you need assistance, such as reviewing your personal statement, clarifying eligibility criteria, etc.]

Additionally, if there are any upcoming workshops or resources that could further support my application process, I would greatly appreciate your guidance in accessing these.

Thank you very much for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]