

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to apply for the Certified Writing Assistant (CWA) program. With a background in [your relevant experience or education], I am eager to enhance my skills and contribute to [specific goals or values of the organization].

I have demonstrated [specific skills or achievements] that I believe align with the CWA standards. I am committed to [personal commitment related to writing or the program], and I am excited about the opportunity to further develop my abilities.

Thank you for considering my application. I look forward to the possibility of contributing to your esteemed program.

Sincerely,
[Your Name]