

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

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

Dear [Recipient's Name],

I am writing to formally submit my application for the Certified Welded Association (CWA) certification. I have been actively involved in the welding industry for [number of years] and believe that obtaining this certification will significantly enhance my professional capabilities and contributions.

Enclosed with this letter are my application form, proof of my welding experience, and required documentation as specified in your application guidelines. I have completed [specific courses or training], and I continually seek opportunities to advance my skills in [specific areas]. I appreciate your consideration of my application and look forward to the opportunity to be a part of the esteemed CWA community. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Job Title/Position]