

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Organization/Institution Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request assistance with my application for the Certified Writing Associate (CWA) program. As I am keen to further my skills in writing and achieve certification, I would greatly appreciate any guidance or resources you could provide. I have attached my current application materials for your review. If possible, I would love to schedule a time to discuss this further. Thank you for considering my request.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]