

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[DCPS Summer Program]
[School/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific summer program name] offered by DCPS for the summer of [year]. I believe this program will provide an excellent opportunity for me to [briefly explain your goals and what you hope to gain from the program].

I am currently a [your current grade/year] at [your school name] and have demonstrated a strong interest in [related field or subject]. [Mention any relevant experience or achievements that support your application]. I am particularly drawn to this program because [explain why you are interested in this specific program]. I believe participating in this program will allow me to [describe how it aligns with your aspirations and future educational goals].

Thank you for considering my application. I look forward to the opportunity to contribute to and learn from the experiences offered by the DCPS Summer Program.

Sincerely,
[Your Name]