

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

[Date]
[Recipient's Name]
[Title]

[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for [specific program/position/permission, etc.] as an EU citizen. I am currently residing in [Country/City], and I am keen to [explain your purpose briefly, e.g., work, study, travel]. I possess [briefly mention your qualifications, experience, or reasons for applying] and believe that my skills and experiences align with [organization's/program's focus].

Attached to this letter, you will find all necessary documents to support my application, including [list any attached documents like CV, proof of citizenship, etc.].

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]