

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
Dear [Recipient Name],
Introduction
- Briefly introduce yourself.
- State the purpose of your letter and your interest in the FJC application.
Background
- Describe your relevant academic and professional background.
- Highlight specific skills and experiences related to the FJC program.
Motivation
- Explain why you are interested in the FJC program.
- Discuss your goals and how the program aligns with them.
Conclusion
- Thank the recipient for considering your application.
- Express enthusiasm for the opportunity to contribute and learn.
- Include a statement indicating you look forward to their response.
Sincerely,
[Your Name]