

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[FJC Program/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the [specific FJC program or position] as advertised on [where you found the listing]. I am particularly interested in this opportunity because [briefly explain why you are interested and how it aligns with your skills or goals].

I have [mention relevant experience, education, or skills that qualify you for the position], and I believe that my background in [specific field or area] will allow me to contribute positively to [organization/program].

I am excited about the possibility of joining [organization/program name] and would appreciate the opportunity to discuss my application further. Thank you for considering my application.

Sincerely,
[Your Name]