

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for FPL Program

I am writing to express my interest in the FPL program at

[Company/Organization Name]. I believe that my [briefly mention relevant qualifications/experience] qualifies me for this opportunity.

[Paragraph summarizing your background, skills, and why you're a good fit for the program.]

I appreciate your consideration of my application. I look forward to the possibility of discussing my application further.

Thank you for your time.

Sincerely,
[Your Name]