

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

Dear [Recipient's Name],

I am writing to express my interest in the FTB application for [specific position or program name] at [Company/Organization Name]. With my background in [your relevant experience or education], I believe I am well-suited for this opportunity.

I have [describe relevant experience, skills, or qualifications], which has equipped me with the necessary skills to [mention how your skills relate to the program/position]. I am particularly drawn to [specific aspect of the company or position] and am eager to contribute to [mention a goal or value of the company].

Enclosed with this letter are my [resume/CV, transcripts, or other relevant documents] for your review. I would appreciate the opportunity to discuss my application further and look forward to the possibility of joining your team. Thank you for considering my application.

Sincerely,
[Your Name]