

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

Dear [Recipient Name],

I am writing to apply for [specific program, position, or opportunity] through the First Time Buyer (FTB) program. I am particularly interested in [briefly explain your motivation and why the program is important to you].

I have [include relevant experience or qualifications], which I believe make me a suitable candidate for this opportunity. I am committed to [describe any relevant goals or aspirations related to the program].

Thank you for considering my application. I look forward to the possibility of contributing to [Organization/Company Name] and participating in the FTB program. Please feel free to contact me at [your phone number] or [your email address] to discuss my application further.

Sincerely,  
[Your Name]