

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

[Recipient Name]
[Recipient Title]

Flathead Valley Community College
[College Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to [state your purpose, e.g., enroll in a specific program, apply for a scholarship, etc.] at Flathead Valley Community College. My background in [briefly describe your relevant experiences or studies] has prepared me for this opportunity, and I am eager to further develop my skills in [mention specific field or program].

I am particularly drawn to FVCC because [mention any specific reasons related to the college or program that attracts you]. I believe that the resources and community at FVCC will greatly contribute to my academic and professional growth.

In conclusion, I am excited about the prospect of joining Flathead Valley Community College and am committed to fulfilling the requirements necessary to achieve my goals. Thank you for considering my application.

Sincerely,
[Your Name]