

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

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

Dear [Recipient's Name],

I am writing to express my interest in applying for the GJC entry program. With a strong background in [your field or relevant experience], I am eager to contribute to and grow within this esteemed initiative. My experiences include [briefly outline relevant experiences or qualifications], which I believe align well with the goals of GJC. I am particularly drawn to [mention specific aspects of GJC that interest you], and I am excited about the potential to collaborate with like-minded individuals.

I am confident that my skills in [mention specific skills] will allow me to make a meaningful contribution to the program. I appreciate your consideration of my application and look forward to the opportunity to discuss how I can be an asset to GJC.

Thank you for your time.

Sincerely,  
[Your Name]