

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Introduction: State the purpose of your letter and introduce yourself if necessary.]

[Body Paragraph 1: Explain the specifics of your GX application, including any relevant details or qualifications.]

[Body Paragraph 2: Highlight why you are a suitable candidate for the position/program and how it aligns with your goals.]

[Conclusion: Thank the recipient for their time and consideration, and express your hope for a positive response. Include any necessary contact information.]

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]