

[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]