

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for HWA

I am writing to formally apply for the HWA program. [Brief introduction about yourself and your background].

I am particularly interested in [specific details about HWA and why it appeals to you]. [Discuss your qualifications, experiences, and goals related to the program].

I have attached [list any documents you are including, such as a resume, transcripts, etc.], which provide further details about my qualifications.

Thank you for considering my application. I look forward to the opportunity to contribute to and learn from the HWA program.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]