

[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],

I am writing to formally apply for the [specific position or program, e.g., "IUI Program"] at [Organization Name]. I am enthusiastic about the opportunity to contribute my skills and experience to your esteemed institution.

[Include a brief paragraph detailing your qualifications, experience, or reasons for applying, tailored to the IUI program.]

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,
[Your Name]