

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Organization or Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my application for the [specific program or position] at [Organization/Institution Name] as part of the International Work Convention (IWC).

Enclosed with this letter are the following documents:

1. [Document 1: e.g., CV/Resume]
2. [Document 2: e.g., Cover Letter]
3. [Document 3: e.g., Transcripts]
4. [Any additional documents]

I am excited about the opportunity to contribute to [Organization/Institution Name] and enhance my skills in [specific field/area]. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]