

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally submit my application for the [specific position, program, or opportunity] with the International Water Association (IWA).

Enclosed with this letter, please find my completed application form, along with the required documents, including [mention any specific documents such as CV, transcripts, references, etc.].

I am very excited about the opportunity to contribute to [mention any specific goals or projects of IWA] and believe that my background in [your field or expertise] aligns well with the values of your organization.

Thank you for considering my application. I look forward to the opportunity to discuss my application in more detail and am happy to provide any further information if needed.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]