

[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 request an evaluation of my application for the JCI program. I am eager to contribute to the organization and align with its mission of fostering leadership and community engagement.

I appreciate your consideration and look forward to your feedback.

Thank you.

Sincerely,

[Your Name]