

[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 submit my application for membership in Junior Chamber International (JCI). I am excited about the opportunity to contribute to and learn from this esteemed organization.

As outlined in my application, I have [briefly describe your relevant experience, skills, or achievements]. I am passionate about [mention specific interests or goals related to JCI's mission], and I believe my background and values align well with the mission of JCI.

I have attached all the necessary documents, including [list attached documents, e.g., resume, letters of recommendation, etc.], to support my application. I am looking forward to the possibility of joining a network of dedicated individuals who are committed to making a positive impact in our communities.

Thank you for considering my application. I hope to discuss my candidacy further and explore how I can contribute to JCI's objectives.

Sincerely,

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