

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Position]
[Organization Name]
[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 approval to join the Junior Chamber International (JCI) as a member.

Enclosed are my application materials including my completed application form, resume, and any additional documents required. I am eager to contribute to the JCI mission of fostering leadership and community service.

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

Sincerely,
[Your Name]