

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

Dear [Recipient Name],

I am writing to express my interest in the Job Differentiation Program at [Company Name]. I believe my skills in [specific skills relevant to the program] align well with the goals of this initiative.

I have a strong background in [your field or relevant experience] and have successfully [mention specific achievements or responsibilities]. I am eager to contribute to [Company Name] and enhance my understanding of [specific areas or topics related to the program].

I am particularly drawn to [mention any specific aspect of the program or company that excites you], and I am excited about the opportunity to [mention how you plan to contribute or what you hope to gain from the program].

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

Sincerely,  
[Your Name]