

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

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

Dear [Recipient's Name],

I am writing to express my interest in joining the [specific program or position] at [Institution/Organization Name]. I am drawn to [specific reasons related to JGS program], and I believe my background in [your relevant experience or education] aligns well with the goals of the program.

Enclosed with this letter are my application materials for your review. I am eager to contribute to [Institution/Organization Name] and further develop my skills within [specific field or area].

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

Sincerely,  
[Your Name]