

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

[Recipient's Name]  
[Recipient's Title]  
[JGS Application Office/Department Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit my application for the [specific program or position] at [Organization Name] as part of the JGS program. I am excited about the opportunity to [briefly state why you are interested in this program/position].

As outlined in my attached application, I have [briefly summarize your qualifications, experiences, or skills relevant to the position or program]. My background in [your field or area of expertise] has equipped me with [mention any specific skills or experiences] that I believe will be valuable to [Organization Name] and the JGS program.

I have included the following documents for your review:

- Application Form
- Resume/CV
- [Any other relevant documents, e.g., transcripts, letters of recommendation, portfolio, etc.]

I appreciate your consideration of my application, and I look forward to the opportunity to discuss my candidacy further. Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]