

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

[Recipient's Name]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the [specific position or program, e.g., 'JJ Program'] at [Company/Organization Name].

[Paragraph 1: Introduce yourself and state the purpose of the letter]

[Paragraph 2: Highlight your qualifications, experiences, and skills relevant to the application]

[Paragraph 3: Express your enthusiasm for the opportunity and how you align with the organization's mission or goals]

Thank you for considering my application. I look forward to the opportunity to discuss my suitability for the [specific position or program].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]