

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[Institution/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for KCSA Eligibility Confirmation

I hope this letter finds you well. I am writing to formally request confirmation of my eligibility for the KCSA program.

[Briefly explain your background and reason for seeking eligibility, including any relevant details about your educational qualifications or professional experience.]

To assist in the evaluation of my eligibility, I have attached the necessary documents, including [list any attached documents, such as transcripts, certificates, etc.].

I appreciate your assistance with this matter and look forward to your prompt response. If you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]