

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

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

Dear [Recipient's Name],

I am writing to formally apply for the [specific program or position] in the [specific field or area, e.g., Language Foundation Training] at [Organization/Institution Name].

I am particularly interested in this program because [briefly explain your motivation and interest]. I believe that my background in [relevant background or experience] makes me an ideal candidate for this opportunity.

Please find attached my application documents, including my resume and any supporting materials as required. I would appreciate the chance to discuss my application further and explore how I can contribute to [Organization/Institution Name].

Thank you for considering my application. I look forward to your positive response.

Sincerely,
[Your Name]