

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the application for the HJC program. I am very interested in participating and believe that it would greatly benefit my personal and professional growth.

[Optional: Briefly explain your interest in HJC and relevant experience or background.]

I would appreciate any information or guidelines you can provide regarding the application process. Thank you for considering my request. Looking forward to your response.

Sincerely,  
[Your Name]