

****OGP Application Letter Checklist****

1. ****Header****

- Your name
- Your address
- City, State, Zip Code
- Email address
- Phone number
- Date

2. ****Recipient Information****

- Recipient's name
- Title
- Organization Name
- Address
- City, State, Zip Code

3. ****Subject Line****

- "Application for OGP Program"

4. ****Salutation****

- "Dear [Recipient's Name],"

5. ****Introduction****

- Briefly state the purpose of the letter

6. ****Body****

- Explain your interest in the OGP program
- Highlight relevant experience and skills
- Discuss how you align with the program's goals

7. ****Conclusion****

- Express enthusiasm for the opportunity
- Mention any attachments (e.g., resume, supporting documents)

8. ****Closing****

- "Sincerely,"
- Your name (typed)
- Your signature (if sending a hard copy)