

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

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

Dear [Recipient Name],

Subject: Application for PBA Membership

I am writing to formally apply for membership in the Professional Business Association (PBA). I am [briefly introduce yourself and your professional background].

[Explain your reasons for wanting to join PBA, including any relevant experiences or qualifications that make you a suitable candidate.]

I have attached my resume and any necessary documents as per the application guidelines. I am enthusiastic about the opportunity to contribute to PBA and connect with like-minded professionals.

Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]