

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

[Recipient's Name]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a position in the Personalized Job (PJ) program at [Company's Name]. With my background in [Your Field/Industry] and experience in [Relevant Experience], I believe I would be a valuable addition to your team.

I am particularly interested in [specific aspect of the program or company], and I am eager to contribute my skills in [specific skills or expertise] to help advance [Company's goals/mission].

Thank you for considering my request. I look forward to the possibility of discussing this opportunity further.

Sincerely,
[Your Name]