

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to apply for the QWC program. With my background in [Your Field/Industry] and a passion for [Related Interest/Skill], I believe I would be a valuable addition to your team.

I am particularly drawn to [specific aspect of QWC program or organization] and I am excited about the opportunity to contribute and grow.

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

Sincerely,  
[Your Name]