

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

Dear [Recipient Name],

I am writing to formally express my interest in the RKC application process. I am eager to be considered for this opportunity and believe that my skills and experiences align well with the objectives of your program.

[Briefly introduce yourself, including relevant background and interests related to the RKC program.]

I have attached all the required documents for your review, including my application form, resume, and any other requested materials.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]