

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

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

Dear [Recipient's Name],

Subject: Discussion on RKC Application

I hope this message finds you well. I am writing to request a discussion regarding my application for the RKC program. I am eager to learn more about the selection process and any additional information that could strengthen my application.

I am available for a meeting at your earliest convenience and can adapt to your preferred time and format, whether in person or virtually.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization/Institution, if applicable]