

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

Dear [Recipient's Name],

I am writing to express my intent to apply for the [specific program or position] at [Organization/Institution Name], specifically for the RKC application. I am enthusiastic about the opportunity to [briefly mention what excites you about the program or position].

I have [briefly describe your relevant qualifications, experiences, or background]. My passion for [related field or topic] motivates me to [explain what you hope to achieve or contribute].

I look forward to the possibility of contributing to [Organization/Institution Name] and furthering my professional development through the RKC program. Thank you for considering my application.

Sincerely,  
[Your Name]