

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

[Recipient's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the RLS program. I believe my background in [Your Field/Expertise] and my commitment to [Relevant Objective] make me a strong candidate.

I have [briefly outline your relevant experience or qualifications]. I am particularly drawn to this program because [reason for interest in the program].

I appreciate your consideration of my application. I look forward to the opportunity to contribute to and learn from the RLS community.

Thank you for your time.

Sincerely,  
[Your Name]