

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the RLS program and submit my application for consideration.

[Introduction: Briefly introduce yourself and your background.]

[Section 1: Describe your qualifications and why you are a suitable candidate for the program.]

[Section 2: Discuss your motivation for applying and what you hope to gain from the experience.]

[Section 3: Mention any relevant experiences or skills that support your application.]

Thank you for considering my application. I look forward to the opportunity to contribute to and benefit from the RLS program.

Sincerely,

[Your Name]