

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

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

Dear [Recipient Name],

Subject: Application for RTC

I am writing to formally apply for the RTC [specific program or position, if applicable] at [Organization Name]. I believe my [briefly mention relevant skills, experience, or qualifications] make me a suitable candidate for this opportunity.

[Paragraph 1: Introduce your background and the reason for your application.]

[Paragraph 2: Highlight your relevant experience, skills, and achievements.]

[Paragraph 3: Conclude with your enthusiasm for the position and a call to action.]

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

Sincerely,
[Your Name]