

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

[Recipient's Name]
[Recipient's Title]
[Tzu Chi School Name]
[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in applying for boarding at Tzu Chi [specific program or school name].

As a [your current status, e.g., high school student], I am eager to join a community that embodies the values of compassion and service. I believe that my [mention any specific skills or experiences relevant to Tzu Chi's mission] would allow me to contribute positively to the Tzu Chi community.

I am particularly drawn to Tzu Chi's commitment to [mention specific values, programs, or aspects of the school/board that resonate with you]. I am confident that the unique educational environment will help me develop both academically and personally.

Thank you for considering my application. I look forward to the possibility of contributing to and growing at Tzu Chi. Please feel free to contact me for any additional information.

Sincerely,
[Your Name]