

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in applying for the VTI program.

[Briefly introduce yourself and state your background].

I believe my skills in [mention relevant skills or experiences] make me a strong candidate for this opportunity. [Add a couple of sentences detailing your qualifications and motivation for applying].

I am particularly attracted to the VTI program because [mention what specifically draws you to the program].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the program.

Sincerely,

[Your Name]