

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

Dear [Recipient's Name],

I am writing to express my interest in the VTI program at [Company/Organization Name]. I believe my background in [your field/area of expertise] and my passion for [relevant interest] make me a suitable candidate for this opportunity.

In my previous experiences at [mention relevant experiences], I have developed skills in [specific skills] that I am eager to apply within the VTI program. I am particularly drawn to [mention specific aspects of the VTI program or company] and am excited about the potential to contribute to [mention goals or projects].

I am confident that my dedication and drive will enable me to succeed in this program, and I look forward to the possibility of discussing my application further. Thank you for considering my application.

Sincerely,  
[Your Name]