

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

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

Dear [Recipient Name],

I am writing to formally apply for the WDAP (Workplace Development Assistance Program) as I am eager to enhance my skills and contribute to [specific goals or missions related to the program].

[Paragraph 1: Introduce yourself, your background, and your interest in the WDAP.]

[Paragraph 2: Describe relevant experiences, skills, or achievements that make you a suitable candidate for the program.]

[Paragraph 3: Explain how participation in the WDAP aligns with your career goals and how you intend to leverage the skills gained.]

Thank you for considering my application. I am looking forward to the opportunity to contribute and grow within this program.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]