

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

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

Dear [Recipient's Name],

I am writing to express my interest in applying for the [specific position or program] at WJC. With my background in [your field/area of expertise] and my passion for [relevant interest], I believe I would be a valuable addition to your team.

I have [briefly mention relevant experience or qualifications], and I am eager to contribute to [specific goals or projects of WJC].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with WJC's mission.

Sincerely,
[Your Name]