

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

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

Dear [Recipient's Name],

Subject: Inquiry Regarding WJC Application

I hope this message finds you well. I am writing to inquire about the application process for the World Junior Championships (WJC) event scheduled for [insert date or season].

As a [your title/position, e.g., athlete, coach, etc.], I am keenly interested in participating and would like to request more information regarding the eligibility criteria, application deadlines, and any other pertinent details that may assist in my preparation.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]