

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

[Recipient Name]
[Recipient Title]

WJC Organization
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an application for the WJC program. I am eager to contribute and be part of the exceptional work your organization does in [briefly state relevant area].

However, I would like to know more about the application process, eligibility criteria, and any other relevant information that could assist me.

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

Sincerely,

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