

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the possibility of funding through the Workforce Job Skills Program (WJSP) for [briefly describe your initiative or project].

[Provide a brief description of your organization, its mission, and relevant experience].

Our project aims to [describe the objectives and goals of your initiative]. We believe that support from WJSP would significantly impact our ability to [explain the anticipated outcomes and benefits].

I would greatly appreciate any information regarding eligibility, application procedures, and deadlines related to WJSP funding. If possible, I would also like to schedule a meeting or a call to discuss this further.

Thank you for considering our inquiry. I look forward to your response.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]