

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally apply for the Work and Study Program (WPS) as I believe it aligns perfectly with my academic and professional goals.

I am currently a [Your Educational Background] at [Your Institution], majoring in [Your Major/Field of Study]. I am eager to gain practical experience and develop my skills while contributing positively to your organization.

I have attached my resume for your review. I would appreciate the opportunity to discuss my application further.

Thank you for considering my application.

Sincerely,

[Your Name]