

[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 sincere interest in applying for the [specific program or opportunity] under the Work Placement Scheme (WPS). As a [your current status, e.g., graduate student, recent graduate, etc.] in [your field of study or profession], I am eager to gain practical experience and contribute positively to [Organization/Company Name].

During my academic career, I have developed a strong foundation in [mention relevant skills or knowledge]. I believe that participating in the WPS will provide me with the opportunity to apply my skills in a real-world environment and learn from experienced professionals in the field.

I am particularly drawn to [mention specific aspects of the organization or program] because [explain why it aligns with your goals]. I am enthusiastic about the prospect of [specific contributions you hope to make], and I am committed to bringing my dedication and strong work ethic to your team.

Thank you for considering my application. I look forward to the possibility of contributing to [Organization/Company Name] and gaining invaluable experience through this program. Please find my resume attached for your review.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]