

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Institution/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally apply for the residency program in [specific field] at [Institution/Organization Name]. With a strong background in [relevant experience/education], I am eager to further my training and contribute to the [specific program] in West Virginia.

I completed my [type of degree] at [University/College Name] and have gained valuable experience through [mention any relevant internships, work experience, or research]. My passion for [specific field] drives my commitment to providing compassionate and high-quality care to patients. I am particularly drawn to the [mention any specific aspect of the program or institution that interests you], which aligns with my professional goals and values. I am eager to collaborate with esteemed faculty and peers to enhance my skills and knowledge.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]