[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to formally submit my application for [briefly state purpose, e.g., "the XNA program"] as per the guidelines provided.
Please find enclosed the required documents including [list documents, e.g., "my resume, CV, and any other relevant materials"].
I appreciate your consideration of my application and look forward to the opportunity to contribute to [mention goal or project related to XNA].
Thank you for your time and attention.
Sincerely,
[Your Name]