

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Application for XVII
I am writing to formally apply for the XVII position/opportunity with
[Organization's Name].
[Paragraph describing your qualifications and interest in the XVII
program.]
[Paragraph detailing any relevant experience or skills that make you a
suitable candidate.]
Thank you for considering my application. I look forward to the
possibility of discussing my application further.
Sincerely,
[Your Name]