

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[School/Organization Name]  
[School/Organization Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
[Introduction: Briefly introduce yourself and state the purpose of the letter.]  
[Body Paragraph 1: Explain your interest in the YHS program and why you are applying.]  
[Body Paragraph 2: Highlight your relevant experiences, skills, and achievements that make you a suitable candidate.]  
[Body Paragraph 3: Discuss your goals and how the YHS program aligns with them.]  
[Conclusion: Express your enthusiasm for the opportunity and thank the recipient for considering your application.]  
Sincerely,  
[Your Name]