

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization/School Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the YHS program for the [specific year/term]. I am [brief introduction about yourself and your current status, e.g., "a high school senior with a keen interest in..."].

[Paragraph 1: Discuss your background and experiences relevant to YHS. Mention any achievements or skills that align with the program's goals.]

[Paragraph 2: Explain why you are interested in YHS specifically. Share what you hope to gain from the experience and how it fits into your future aspirations.]

[Paragraph 3: Highlight any additional qualities or contributions you would bring to the program. Mention teamwork, leadership, or any relevant extracurricular activities.]

Thank you for considering my application. I look forward to the opportunity to be a part of the YHS community.

Sincerely,

[Your Name]