

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in applying for the Youth Volunteer Corps (YVC) program. I am excited about the opportunity to contribute to my community while developing my skills and experiences through service. As part of my application, I have included the following requirements:

1. Completed Application Form
2. Personal Statement
3. Letters of Recommendation (2)
4. Proof of Community Service Hours
5. [Any other specific requirements mentioned in the YVC guidelines]

I believe my passion for service and my commitment to making a positive impact aligns perfectly with the mission of YVC. I look forward to the possibility of participating in this meaningful program.

Thank you for considering my application. Please feel free to reach out if you need any additional information.

Sincerely,  
[Your Name]