

[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]

## **Subject: Expression of Interest in Leadership Development Program**

Dear [Recipient Name],

I am writing to express my keen interest in the Leadership Development Program offered by [Organization Name]. As a [Your Current Position] with [X years of experience in your field], I am eager to enhance my leadership skills and contribute to the growth of our organization.

The strategic focus of the program aligns with my aspiration to develop key leadership competencies, and I am particularly drawn to [specific aspect of the program]. I believe that participating in this program will enable me to [mention how the program aligns with your career goals].

Thank you for considering my application. I look forward to the opportunity to discuss my interest further.

Sincerely,

[Your Name]