

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Department/Branch of Armed Forces]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for [specific program/position] within [Department/Branch of Armed Forces]. I believe my skills and experiences align well with the requirements and values of the armed forces.

I have [briefly outline relevant experience, qualifications, and skills]. My commitment to [describe personal qualities or values relevant to the armed forces] is a driving force behind my desire to serve.

I am very enthusiastic about the opportunity to contribute to [mention specific goals or missions of the armed forces], and I am confident that my background and passion for [specific area related to military service] would make me a valuable asset.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]