

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

[Date]
[Recipient Name]
[Recipient Title]

CGI Federal
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to [explain the purpose of your letter, e.g., express interest in a position, discuss a project, etc.].

[Provide additional details about your background, qualifications, or reason for correspondence. Be specific and concise.]

I am particularly drawn to [mention any specific aspect of CGI Federal that appeals to you, such as their projects, values, or work culture].

I would appreciate the opportunity to [request a meeting, further discussion, or express anticipation for a response].

Thank you for your time and consideration.

Sincerely,
[Your Name]