

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

[Recipient's Name]  
[Department of Children and Families]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to apply for the [specific program or position] within the Department of Children and Families (DCF). I am committed to furthering the mission of DCF and contributing to the welfare of children and families in our community.

I have [briefly outline your qualifications, experience, or relevant education]. My passion for supporting families in need drives my desire to be involved with DCF, and I believe my skills align well with the objectives of your organization.

I am looking forward to the opportunity to discuss my application in further detail and explore how I can contribute to the DCF's efforts.

Thank you for considering my letter of intent.

Sincerely,

[Your Name]