

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

D.C. Police Department
[Department Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position title] with the D.C. Police Department, as advertised on [where you found the job listing]. With my background in [relevant experience or education], I am confident in my ability to contribute effectively to your team and support the department's mission of ensuring public safety.

I possess [number] years of experience in [specific field or role], where I developed skills in [mention relevant skills or experiences]. My dedication to community service and strong communication skills enable me to engage with diverse populations effectively and foster trust within the community.

I am particularly drawn to this position because [specific reason related to the department's goals or values]. I believe my strengths in [mention relevant strengths] align well with the objectives of the D.C. Police Department, and I am eager to bring my expertise and commitment to this role.

I have attached my resume for your review and would appreciate the opportunity to discuss how my background, skills, and enthusiasm for law enforcement can benefit the D.C. Police Department. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,
[Your Name]