

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department of Homeland Security]  
[Office/Division Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to apply for [specific program or position] within the Department of Homeland Security (DHS). With my background in [your field/area of expertise] and my commitment to [specific motivation or goal related to DHS], I believe I would be a valuable addition to your team.

Throughout my career, I have [briefly outline relevant experiences, skills, or accomplishments]. My passion for [specific area related to DHS work] drives me to contribute towards [specific goals or missions of DHS].

I am particularly drawn to the DHS because [mention why the DHS is appealing to you, any alignments with your values or career goals]. I am excited about the opportunity to [mention what you hope to achieve or bring to the role].

Thank you for considering my application. I look forward to the possibility of contributing to the important work of the Department of Homeland Security.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]