

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

Dear [Recipient's Name],

1. **\*\*Introduction\*\***

- State the purpose of the letter
- Mention the specific application or materials being submitted

2. **\*\*Eligibility and Qualifications\*\***

- Outline relevant qualifications and experiences
- Highlight any specific achievements or skills

3. **\*\*Interest in Position/Program\*\***

- Express enthusiasm for the opportunity
- Explain why you are interested in this specific role or program

4. **\*\*Commitment to Service\*\***

- Describe your commitment to public service and community
- Mention any relevant volunteer or service experiences

5. **\*\*Conclusion\*\***

- Thank the recipient for considering your application
- Provide contact information for follow-up

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]