

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

[Recipient Name]  
[Title/Position]

Fire Department of New York (FDNY)

[Department Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the application process for the Fire Department of New York. As a dedicated and passionate individual with a commitment to serving my community, I believe I would be a valuable addition to the FDNY team.

[Paragraph 1: Brief introduction and background]

- Include your relevant education, training, or experience in emergency services or related fields.

- Highlight any certifications or special skills that would be advantageous for the role.

[Paragraph 2: Motivation and commitment]

- Explain why you want to join the FDNY specifically.

- Discuss your personal values and how they align with the mission of the FDNY.

[Paragraph 3: Relevant experience and skills]

- Provide examples of any past experience related to firefighting, rescue operations, or community service.

- Mention teamwork, leadership, or problem-solving skills demonstrated in your experiences.

[Paragraph 4: Conclusion and call to action]

- Reiterate your enthusiasm for the opportunity to apply.

- Indicate your willingness to participate in the next steps of the application process.

- Thank the reader for considering your application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]