

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

[Date]

[Recipient Name]

[Title]

[Fire Department of New York (FDNY)]

[Department Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to apply for the position of [specific position title] with the Fire Department of New York (FDNY).

I have a strong passion for [mention relevant aspects of fire service or community service], and I believe that my skills and experiences align well with the values and mission of FDNY.

I possess [briefly outline relevant experience, qualifications, and skills], which I believe will contribute positively to your esteemed department.

I am particularly drawn to FDNY because [mention specific reasons related to the department's values, recent initiatives, or community impact].

Thank you for considering my application. I look forward to the opportunity to contribute to the FDNY and serve the community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]