

[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 formally submit my application for the position of [specific position] with the Fire Department of New York (FDNY). I am eager to contribute my [mention relevant skills or experiences] to your esteemed department.

[Briefly explain your background, training, and motivation for applying.]

I have attached my resume and any required documents for your review. I look forward to the opportunity to discuss my candidacy further.

Thank you for considering my application.

Sincerely,

[Your Name]