

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about potential job opportunities within [Department/Agency Name] as I am interested in pursuing a career in public service.

I have a strong background in [Your Field/Area of Expertise] and am particularly drawn to [specific aspect of agency/department work or mission]. I believe that my skills in [mention relevant skills or experiences] would be an asset to your team.

Could you please provide information on any current or upcoming job openings? Additionally, I would appreciate any guidance on the application process and any recommendations you might have for prospective candidates.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,  
[Your Name]