

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

[Date]
[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to apply for the [specific program/position] at the Department of Health and Human Services (HHS). I am particularly drawn to this opportunity because [briefly explain your interest and motivation]. With a background in [your field/study] and experience in [relevant experience], I am confident in my ability to contribute positively to your team. I have developed skills in [specific skills or tools relevant to the application], which align well with the goals of HHS.

I have attached [mention any documents you are including, e.g., resume, cover letter, etc.] for your review. I am excited about the opportunity to discuss how my background, skills, and interests align with the mission of HHS.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]

[Attachment: Resume, Cover Letter, etc.]