

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

Dear [Recipient's Name],

Subject: Submission of HHS Application

I am writing to formally submit my application for [specific program or grant name] under the Health and Human Services (HHS) department.

Enclosed are all required documents and forms as outlined in the application guidelines.

I believe my [briefly mention relevant experience or qualifications] aligns well with the objectives of this program, and I am enthusiastic about the opportunity to contribute positively.

Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]