

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

[Recipient Name]
[Title]
[Department of Health and Human Services]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for [specific program or position] within the Department of Health and Human Services. My background in [your field or expertise] and my passion for [relevant cause or mission] make me an ideal candidate for this opportunity.

[Paragraph 1: Introduce yourself and your qualifications. Mention any relevant education, experience, or skills that align with the application.]

[Paragraph 2: Discuss your interest in the specific program or position and why you are applying. Highlight any relevant projects or accomplishments.]

[Paragraph 3: Summarize how your skills and experiences make you a suitable candidate for the program/position. Emphasize your commitment to the mission of the HHS.]

Thank you for considering my application. I look forward to the opportunity to discuss how my background and ambitions align with the goals of the Department of Health and Human Services.

Sincerely,

[Your Name]