

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

Dear [Recipient Name],

I am writing to submit my application for [specific program or position] under the HHS framework. I am deeply motivated to contribute to [briefly state your interest and why it matters to you].

My background in [your relevant experience, education, or skills] has equipped me with the knowledge and skills necessary to excel in this role. [Include a specific example of relevant experience or achievement]. I am particularly drawn to [mention specific aspect of the HHS program or mission] and believe that my experience with [related experience] aligns well with your goals.

Thank you for considering my application. I look forward to the opportunity to contribute to [mention the specific program or objective] at HHS.

Sincerely,

[Your Name]
[Your Title, if relevant]
[Your Organization, if relevant]