

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

[Recipient's Name]  
[Title]  
[Department of Health and Human Services]  
[Office/Division]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for [specific program/job position] at the Department of Health and Human Services. My background in [your field/experience] has equipped me with [relevant skills or qualifications], and I am eager to contribute to [specific goals/projects of HHS].

[Paragraph 1: Brief introduction of yourself and your interest in the position/program.]

[Paragraph 2: Highlight your qualifications, experience, and any relevant achievements. Use specific examples where possible.]

[Paragraph 3: Explain why you are interested in HHS and how you align with its mission and values.]

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and passion for [related field or issue] can contribute to the important work at Health and Human Services.

Sincerely,

[Your Name]