

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department of Health and Human Services]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the [specific program or position] with the Department of Health and Human Services. With a background in [your relevant field/experience], I am eager to contribute my skills and knowledge to support the mission of HHS.

[In this paragraph, briefly describe your qualifications, experience, and how they relate to the position or program. Highlight any specific accomplishments or skills that make you a strong candidate.]

I am particularly drawn to this opportunity because [explain your motivation or passion related to the HHS mission or the specific role]. I believe my experience in [specific area] has equipped me with a unique perspective and the ability to make a meaningful impact.

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

Sincerely,
[Your Name]