

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

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

Dear [Recipient's Name],

I am writing to formally apply for [specific program, grant, or position] within the Department of Health and Human Services. My background in [your field or area of expertise] and my commitment to [related mission or goal] align perfectly with the objectives of HHS.

In my previous role at [Your Previous Organization], I successfully [describe relevant experience or achievement]. This experience has equipped me with the skills necessary to contribute effectively to [specific HHS project or objective]. I am particularly drawn to [mention any specific areas of interest within HHS] and am eager to bring my knowledge and dedication to your team.

Enclosed with this letter, you will find my application materials, including [list of enclosed documents, e.g., resume, references, etc.]. I appreciate your time and consideration and look forward to the opportunity to discuss my application further.

Thank you for your attention to my application. I hope to contribute to the important work of the Department of Health and Human Services.

Sincerely,
[Your Name]